



# केन्द्रीय विद्यालय क्रमांक - 2

KENDRIYA VIDYALAYA NO. -2

सोहना रोड, गुरुग्राम- 122001 (हरियाणा)

SOHNA ROAD, GURUGRAM- 122001 (HARYANA)

ईमेल / Email id:- [kv2srgrgn@yahoo.co.in](mailto:kv2srgrgn@yahoo.co.in) फोन नं./Tel No. : 0124-2200665, 0124-2201165

वेबसाइट / Website:- [www.no2gurugaon.kvs.ac.in](http://www.no2gurugaon.kvs.ac.in)

संदर्भ/Ref.No एफ.केवि2एसजीआर / टेंडर / 2019

दिनांक/Date: 03/08/2019

## TENDER DOCUMENT FOR WATCH & WARD WORKS

The KENDRIYA VIDYALAYA, NO. 2 SOHNA ROAD, GURUGRAM is running under KENDRIYA VIDYALAYA SANGTATHAN, 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 KENDRIYA VIDYALAYA, NO.2 SOHNA ROAD, GURUGRAM 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. 01/09/2019 which may likely to be extended, as indicated below:

S. No.	Category of Manpower	Nos.	Minimum qualifications or/and experience
1.	Security Guards	03	08 <sup>TH</sup> PASS / Ex. Service Man and Experienced Persons.
2.	Gardner	01	Trained Gardening
3.	House Keeping	03	Trained & experienced in sweeping of toilets and Classrooms/Building Campus

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 (round the clock)	Whole School Building premises and Property (Moveable & Immovable Property)
2.	House Keeping	1. Sweeping of entire area of the vidyalaya building and surrounding of building 2. Cleaning of floor area with wet floor dusters and detergent disinfectants. 3. Cleaning and washing of toilets and urinals. 4. Sweeping and cleaning of open area road passage and lawn etc. 5. Regular dusting cleaning of furniture and other equipment doors windows fans etc. 6. The choking of the sanitary installation is to be cleaned.
3.	Gardening	Maintenance of lawn pots, sewing of seeds of flowers, plants and maintaining the heages garden etc.

### 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).
- The Service Tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- Hourly rate of OTA should not exceed monthly remuneration/30x8
- Profit/ service charge should not be NIL otherwise the quotation will be rejected.



- (e) The rate should be as per latest minimum wages act of labour Department of central/state govt. whichever higher. The rate quoted will be revised as and when revised by labour i.e. Minimum wages Act of the central/ state govt. whichever is higher. But profit service charge will remain same for the duration of the contract and should be mentioned in lump sum amount and not in %age.
- (f) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (g) The Bidder shall deposit Rs. 25000/- (Twenty five thousand only) through DD drawn in favor of KENDRIYA VIDYALAYA AFS SR-VVN GGN, payable at GURGAON as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (h) The selected firm has to furnish performance security through DD/Bank Guarantee for an amount of equivalent to 10% of the total cost of award of the 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.
- (i) **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 of One year after the deadline fixed for submission of Bids which can be extended further if both parties agree to do so on same terms and conditions.
6. **TERMS AND CONDITIONS:**
- (a) The remuneration must be disburse through Bank account of concern person .
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KENDRIYA VIDYALAYA, NO. 2 SOHNA ROAD, GURUGRAM as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the KENDRIYA VIDYALAYA, NO. 2 SOHNA ROAD, GURUGRAM supported with the following documents:
- (i) Details of disbursement made to the staff furnishing details for each payment,
- (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
- a. The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Kendriya Vidyalaya 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 Indentor/Client.
- (e) The normal office hours of KENDRIYA VIDYALAYA, NO. 2 SOHNA ROAD, GURUGRAM is from 07.00 AM to 4.00 PM, six days from Monday to Saturday. However, KVS reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting Agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Saturday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- (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 – A1*  
*Where A1 = Monthly Remuneration/ Nos. of days in the month x Nos. of days of absence*  
The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KENDRIYA VIDYALAYA, NO. 2 SOHNA ROAD, GURUGRAM. 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. 2 SOHNA ROAD, GURUGRAM. 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 KVS shall be made within 24 hours.
- (g) The Contracting Agency will be required to sign a contract with the KENDRIYA VIDYALAYA, NO. 2 SOHNA ROAD, GURUGRAM 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.



- (h) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KENDRIYA VIDYALAYA, NO. 2 SOHNA ROAD, GURUGRAM reserves the right to claim and recover damages from the Contracting Agency.
- (i) The firm should execute an integrity pact with KV No.2 Sohna Road, Gurugram if the total cost of the service exceed 3 lac per year.
- (j) Police Verification, Address & Mobile No. & SB A/c No. will be necessarily provided.

7. **EVALUATION OF BID: (नीचे लिखे बिन्दु अति-आवश्यक है)**

The Kendriya Vidyalaya 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:

- (j) 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) Audited Balance Sheet & Profit and Loss Account for last 03 years.
- (c) List of clientele during last 3 years along with cost of assignment.
- (d) Private Security Guard License (Under PSARA) (APPLICABLE ONLY FOR SECURITY SERVICES/WATCH & WARD)
- (e) Incorporation Certificate (Shop Act)
- (f) PAN No. and Current IT clearance certificate.
- (g) Attested copy of proof of EPF registration.
- (h) Attested copy of proof of ESI registration.
- (i) Attested copy of proof of Service Tax Registration.
- (j) Labour License/Registration under the contract Labour ( Regulation & Control) Act, 1970
- (k) The Bidder shall deposit Rs. 25000/- through DD/Pay Order drawn in favour of KENDRIYA VIDYALAYA AFS SR-VVN GGN, payable at GURUGRAM 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 approved by central/state govt. whichever is higher shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Kendriya Vidyalaya will award the contract to the lowest evaluated responsive bidder.

8. **AWARD OF CONTRACT:**

- (a) The Kendriya vidyalaya will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as Para 7.
- (b) The Kendriya vidyalaya 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 Kendriya vidyalaya 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 incorporation in the contract.
- (d) Notwithstanding the above, the Kendriya vidyalaya reserves the right to accept or reject all Bids and to cancel the bidding process and reject all bids at any 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 Manpower on service charge basis along with necessary enclosures/documents as para 7 latest by **1.00 PM of 22.08.2019 in the office of KV No.2 Sohna Road, Gurugram**. The sealed Bids/ Tenders will be opened at **2:00 PM 22.08.2019** in the office of the principal in the presence of bidders on same day. If the closing date of receipt of sealed bids / Tenders and opening date of sealed bid / tender happens to be declared holiyday than the sealed bids /tenders will be deposited / received/open on the next working day others terms and conditions and the time Schedule remaining unchanged. The contract of lowest bidder shall be for a period of one year from the date of execution of contract which can be extended further if both parties agree to do so on same terms and conditions.

The Kendriya Vidyalaya looks forward to receive the bid in the format of bid attached only.



PRINCIPAL

These instructions to tenders are to be signed by the contractors and returned with the tender.

Principal KV No.2 Vayu Sena Vatika ,Sohna road ,Gurgaon 122001

All the above conditions are accepted by me/us .

Signature of The Tendered with seal of the Firm

Station:-

Date:-

Witness- I Name-

Address-

Occupation-

Witness- II Name-

Address-

Occupation-

