



केन्द्रीय विद्यालय वायुसेना स्थल बोरझार  
माउन्टेन शैडो, पोस्ट ऑफिस अजारा - गुवाहाटी - 781017  
KENDRIYA VIDYALAYA, AFS, BORJHAR  
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CBSE Affiliation No.- 200001, CBSE SCHOOL NO.- 39267, KV CODE- 1467, STATION CODE- 251

Ref. No-- 411/KVB/2021-22/18 2

Date- 31/08/2021

## Tender for Security Services

(Cost of Tender- Rs. 500/-)

**Inviting Bid for engaging Service Provider Firm for providing Manpower (Security Guards) through service contract.**

1. 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 Vidyalaya as 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 AFS Borjhar 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. **01-10-2021** which may be extended by another one year, as indicated below:-

**Man power required:-**

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Security Guards	High School	03 (Three)	Round the clock Security

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 Guards	To provide Round the clock security/guard of the office, building, its premises & wherever he is deputed.

**3. How to participate (Process)-**

The tenders should be submitted in two sealed Envelopes as indicated below:

(A) The first sealed cover should be superscripted "Technical Bid" and should contain -

- a) Checklist of documents submitted (Annexure-I)
- b) The Performa of Technical Bid at Annexure-II duly filled in.
- c) **Agency profile**, including details of previous experience of manpower supply to Government/Semi Government/Autonomous Agencies.
- d) **Acceptance of terms and conditions there under.**
- e) **Demand Draft/ Bank Guarantee/ Pay Order for Earnest Money Deposit, in favour of Principal Kendriya Vidyalaya AFS Borjhar payable at SBI, Airport Branch)**
- f) **Demand Draft towards the cost of Tender document (Rs- 500/- Non refundable) in the form of Demand draft in favour of Principal Kendriya Vidyalaya AFS Borjhar payable at SBI, Airport Branch).**
- g) **Duly filled Annexure IV (With relevant Documentation)**
- h) Any other required relevant documents as per Annexure 1.

(B) The second sealed envelope superscripted "Financial Bid" should contain only rates at which manpower will be provided. (Annexure-III).

(C) Both the sealed covers should be placed in the main sealed envelope superscripted "Tender for Outsourcing the services of Security Guards" and sent by post or courier or by hand which is to be delivered latest by 2.00 P.M of 20.09.2021 in the office of The Principal, Kendriya Vidyalaya, AFS Borjhar Guwahati.

The Technical Bids shall be opened on 21.09.2021 at 11.00 AM. Financial Bids of those bidders who qualify the Technical Bids shall be opened on 23-09-2021 at 11.00 AM.

In the event of office being closed on the last date of receipt or opening of bid as specified, the bid will be received/ opened on the next working day at the same time and venue.

#### 4. Evaluation of technical bids-

The Technical Bids will be evaluated based on the track record and past experience of the firm in providing similar manpower to Government/Semi-Government Agencies. The weightage for the technical evaluation shall be assigned as under:

Sl.No.	Details	Maximum Marks
01.	Previous experience in providing similar category of manpower to Government/semi Government Agencies (10 marks to be assigned per year of previous experience)	50 marks
02.	Clean track record of the Firm during the last three years (10 marks per year if no show-cause notice/debarment notice received (no marks will be assigned for the year during which show-cause notice/debarment notice was received)	30 marks
03.	Financial status (Profit or loss of the firm during the previous two financial years) (10 marks for each year if there was profit as per the audited accounts)	20 marks.

**Note-** The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidders score a minimum of 50 marks in the technical evaluation carried out by the Committee Concerned. The final selection would be made on the basis of

Combined Quality Cum Cost Based Selection (CQCCBS). Further, in case the lowest rate is quoted by more than one eligible firm, the selection will be based on the marks obtained by them at the time of Technical Bid analysis.

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 Technical bid will be treated as non-responsive if following documents are not attached:-**

(a) Attested copy of license obtained from the Home Department, Govt of Assam / Govt of India for running the business of private security agencies operating in the Assam.

(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. GST 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 Service Tax Registration.

(i) Proof of their establishments in various organisation with number of employees engaged.

(j) All bidders must submit a month wise detailed list of other clients/ establishment/ organisation where they have supplied their services during the period of April 2020 to March 2021. (Attached Annexure IV)

(k) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax of their establishment in various organisation. Documentary proof should be in the form of vouchers (If paid online proof with CRN number, if offline proof with Bank stamped receipt).

(l) The Bidder shall deposit **Rs.15,000/-** 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 **Principal Kendriya Vidyalaya AFS Borjhar** payable at **SBI, Airport Branch** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(m) Latest EPF Inspection Report.

(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 Assam / India shall render the Bid disqualified for evaluation.

(iii) **The evaluation of Technical Bid will be done for all the items put together.**

iv) During the evaluation of technical bid, if any bidder fails to submit the mentioned documents as proof of payments of applicable statutory obligations or found not as per the norms, their technical bid will be summarily rejected.

## **5. Requirement from the staff of Agency, their Duties, Behaviour etc.**

- 1- The contractor shall comply with all the laws and regulation applicable in the matter of such workers as are engaged by it.
- 2- The contractor's staff shall not disturb the employee of the Kendriya Vidyalaya AFS Borjhar or make any sort of noise in the office premises.
- 3- The contractor's workers shall be polite, courteous well behaved and honest.
- 4- The contractor's shall be fully responsible and liable for theft, burglary, fire of any other mischievous deed done by its workers.
- 5- The antecedents of all the workers should got verified from police by the agency before deployment for work.
- 6- The contractor's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character.
- 7- Vidyalaya shall have the right to impose cash penalty on the contracting Agency or deduct such amount from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.
- 8- The contractor's shall be directly responsible for the payment of wages, which should not be less than the minimum wages prescribed by the central Govt. and will include such other benefits as may be available to its employees under the relevant. Acts and regulation applicable in the state. The Kendriya Vidyalaya AFS Borjhar shall not entertain any such claim of the person employed by the contractor and shall not be liable for it.
- 9- Insurance and accident risks of the workers will be the responsibility of the contractor.
- 10-All the workers of the contractor shall be free from infectious diseases.
- 11-The contractor will ensure that proper license/permission from the concerned authorities, wherever applicable are obtained promptly.
- 12-The contractor shall in no case transfer the services it is required to perform, under this agreement to any other contractor or person without prior permission from the Kendriya Vidyalaya **AFS Borjhar**.

13-The contractor shall engage sufficient number of worker to ensure work is done in time to the satisfaction of the Kendriya Vidyalaya AFS Borjhar. Sufficient workers will be employed for discharging the responsibility with supervisors to supervise the work in need.

14-The Vidyalaya reserves the right to order any workers of the contractor to leave the premises of Kendriya Vidyalaya AFS Borjhar if his presence at any time is left undesirable for the vidyalaya.

## 6. 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-III).

(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 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 **Rs.15,000/-** 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 **Principal Kendriya Vidyalaya AFS Borjhar** payable at **SBI, Airport Branch** as earnest money 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 Bank Guarantee/DD for an amount of 10% of Annual charges 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.

(g) **Each Bidder must submit only one Bid.**

## 7. **Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

## 8. **Terms and Conditions:**

(i) The remuneration shall be disbursed through cheque at **Kendriya Vidyalaya AFS Borjhar** premises in the presence of representative of the Contracting Agency or its constituent or paid through NEFT online, proof of which is to be submitted to the office. TDS will be deducted as per norms.

(ii) **The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to Kendriya Vidyalaya AFS Borjhar as per the monthly remuneration OTA charges quoted without any deduction.**

(iii) 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 Kendriya Vidyalaya AFS **Borjhar** supported with the following documents, **otherwise the bill will not be accepted for payment.-**

(a) Details of disbursement made to the staff furnishing cheque details for each payment,

(b) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.

(iv) **Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.**

(v) 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.

(vi) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.

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

Total Monthly Remuneration A,

Where  $A = \frac{\text{Monthly Remuneration}}{\text{Nos. of days in the month}} \times \frac{\text{No of days of absence}}{\text{Nos. of days in the month}}$

(viii) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya AFS Borjhar. 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 AFS Borjhar. 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 Kendriya Vidyalaya AFS Borjhar shall be made within 24 hours.

(ix) The contracting Agency will be required to sign a contract with the Kendriya Vidyalaya AFS Borjhar (as per the Model Contract). The terms and

conditions specified in the Bid document and accepted bid will also form the part of the Agreement.

(x) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya AFS Borjhar reserves the right to claim and recover damages from Contracting Agency.

(xi) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(xii) The Contracting Agency will deploy the trained/professional security guards preferably ex-servicemen, who are below the age of 50 years and above 20 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 are free from Aids or any other infectious disease before deployment for work.

(xiii) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia along with the essential tools like- torch, laathi (Stick), umbrella etc.

(xiv) KV AFS Borjhar reserves the right to reject any or all quotations without assigning any reason whatsoever.

(xv) KV AFS Borjhar also does not bind itself to accept the lowest rate.

(xvi) In the event of any dispute or difference between the parties arising out of or in connection with the terms and conditions of this Agreement such dispute or differences shall be referred to the Chairman, VMC, KV AFS Borjhar, who will be the sole arbitrator as per the Arbitration and Conciliation act. The decision of the Chairman, VMC, KV AFS Borjhar shall be final and binding on both the parties.

## **9. 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 4.

(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 superscribed on the envelope as "**Tender for Outsourcing the services of Security Guards**" which is to be delivered **latest by 2.00 P.M of 20.09.2021** in the office of The Principal, Kendriya Vidyalaya, AFS Borjhar Guwahati. The Vidyalaya will not consider any Postal or Courier delays.

The **Technical Bids shall be opened on 21.09.2021** at 11 am. **Financial Bids shall be opened of those bidders who qualify the Technical Bids on 23-09-2021.** In the event of office being closed on the last date of receipt or opening of bid as specified, the bid will be received/opened on the next working day at the same time and venue. Other terms and conditions and the time schedule will remain unchanged.

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 Kendriya Vidyalaya AFS Borjhar.



**Principal**



**CHECKLIST OF DOCUMENTS SUBMITTED**

Sl.No.	Documents to be submitted	Submitted / Not Submitted	Remarks
1	Copy of Registration of firms		
2	Copy of Registration certificate of EPF		
3	Copy of Registration Certificate of ESI		
4	Copy of Labour license		
5	Copy of Income Tax Return for last 2 years		
6	Copy of Service Tax Registration		
7	Copy of ISO-9001-2008 Certificate		
8	Copy of PAN/TAN Card		
9	List of clients indicating quantum of work executed with them		
10	Proof of experience		
11	Copy of GST certificate		
12	Last 2 years audited statement from Chartered Accountant		
13	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions.		
14	List of other clients/ establishment/ organisation where they have supplied their services during the period of April 2020 to March 2021. (As per Para 4 (i) (j) attach Annex- iv)		
15	Latest EPF Inspection report		
16	No.s of staff/supervisor registered with ESI/EPF and their details <i>(Documentary proof of vouchers As per Para 4 (i) (k))</i>		
17	Rs.15,000/- 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 Principal Kendriya Vidyalaya AFS Borjhar payable at SBI, Airport Branch as earnest money.		
18	Demand Draft of Rs- 500/- as cost of tender (non-refundable)		

**Important Note-** The required documents as mentioned in the check list should be attached as annexure with serial number, otherwise the tender will be summarily rejected.

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address and date

Sl.No.	Particulars	To be filled by the tenderer
1	Name of the Agency	
2	Date of establishment of the agency	
3	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
5	PAN,TAN and GST Number (copy to be enclosed)	
6	Labour License Number (copy to be enclosed)	
7	Service Tax Registration Number (copy to be enclosed)	
8	EPF Registration Number (copy to be enclosed)	
9	ESI Registration Number (copy to be enclosed)	
10	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard)	
11	Length of experience in the field	
12	Experience in dealing with Govt. Departments (indicate the names of the Departments and years of dealing with those Departments and attach copies of contract orders placed on the agency)	
13	Whether the undertaking regarding acceptance of the terms and conditions have been duly signed, in token of acceptance of the same, is attached.	
14	Whether agency profile is attached?	
15	List of other clients (Use separate sheet, if required)	
16	Financial turnover of the tendering company/firm/agency for the last 2 financial year with supported documents (copy of balance sheet, duly certified by Auditors/CAs to be attached)	
17	Whether any show cause notice was ever issued by the Office of the Labour Commissioner or any Government Agency? If so, details thereof (please attach the copies of communications, if any).	
18	No.s of staff/supervisor registered with ESI/EPF and their details (Documentary proof of vouchers As per Para 4(i) (k)	
19	Number of other clients/ establishment/ organisation where they have supplied their services during the period of April 2020 to March 2021. (As per Para 4 (i) (j) attach Annex- iv)	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

**Number of client and employees in the period of April 2020 to March 2021**

Name of the Agency and address :- .....

<b>SI</b>	<b>Months</b>	<b>Number of Client/ Organization</b>	<b>Total number of employee engaged altogether</b>
1	Apr 2020		
2	May 2020		
3	Jun 2020		
4	Jul 2020		
5	Aug 2020		
6	Sep 2020		
7	Oct 2020		
8	Nov 2020		
9	Dec 2020		
10	Jan 2021		
11	Feb 2021		
12	Mar 2021		

**(Bidder) (Seal)**

**Signature.....**

**Name:.....**

**Address:.....**

## PRICE BID (Security Service at KV AFS Borjhar)

### ANNEXURE -III

All figures in Rs.

S.N. (1)	Category of Manpower (2)	Number (3)	Unit monthly remuneration (4)	EPF Rate (5)	ESI Rate (6)	Service Charge*/ charges of uniform etc, including overhead profit. (*Service charge should not be in fraction and not equal to 0 (zero)) (7)	Monthly Unit Rate (Total=Col 4+5+6+7) (8)
							<b>Total</b>

- Note:**
1. Please quote your rates for one month (30/29/28 days, whichever applicable) in case of Security personnel.
  2. In case of discrepancy between unit price and total price, the unit price shall prevail.
  3. \* Service charge should not be in fraction and not equal to 0 (zero).

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 Bank Draft No..... dated..... drawn on.....

**(Bidder)**

Signature.....( Seal)

Name:.....

Address:.....