



## केन्द्रीयविद्यालयसंगठन **KENDRIYA VIDYALAYA SANGATHAN**

क्षेत्रीयकार्यालय – हैदराबाद/ Regional Office – Hyderabad

पिकेट,सिकंदराबाद / Picket,

SECUNDERABAD- 500 009

TEL. NOS. 040-27845649 [DC] 27847249 [AO] 27897571 [AC] 27895550

E-mail: [achyderabad@yahoo.com](mailto:achyderabad@yahoo.com) Website: [www.kvsrohyd.org](http://www.kvsrohyd.org)

फ०सं०21029-8/2018-19-के०वि०सं०/(है०सं०)

दिनांक: 15.10.2018

### **TENDER NOTICE**

Sealed tenders are invited for awarding contract for outsourcing the services i.e (i) **Security** (ii) **Conservancy (cleaning work)** in Kendriya Vidyalaya Sangathan, Regional Office located at Picket, Seunderabad-500 009. For details, tender document can be obtained from the aforesaid address on all working days from 16.10.2018 to 5.11.2018 between 10.00 am to 3.00 pm or downloaded from this office website ([www.kvsrohyd.org](http://www.kvsrohyd.org)) by paying Rs.500/- ( Rupees five hundred only) non-refundable for each Service through Demand Draft/ Pay Order to be drawn in favour of “ KVS Regional Office Hyderabad “, payable at Hyderabad. The duly completed tender along with Earnest Money (Bid Security) and necessary enclosures mentioned in the tender document should reach this office up to 03.00PM on 05.11.2018 . The tenders will be opened at Kendriya Vidyalaya Sangathan, Regional Office, Picket, Secunderabad on 05.11.2018 at 04.00 pm in the presence of the bidders or their representatives. Tenders submitted without complying the terms & conditions are liable to be rejected.

Sd/-

DEPUTY COMMISSIONER  
KVS,REGIONAL OFFICE  
HYDERABAD



केन्द्रीयविद्यालयसंगठन  
**KENDRIYA VIDYALAYA SANGATHAN**

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F.No.

Dated: /10/2018

**TENDER DOCUMENT**

Receipt No.  
Date:  
Amount: 500/-

Tender for out-sourcing the services for **Security Guard** in Kendriya Vidyalaya Sangathan, Regional Office, Picket, Secunderabad

Kendriya Vidyalaya Sangathan is an autonomous organization under the Ministry of Human Resource Development, Govt. of India funded by the Govt.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Sangathan, Regional Office, Hyderabad located in Picket, Secunderabad 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. \_\_\_\_\_ which can be extended by another one year on mutual consent.

**Manpower Required:**

S. No.	Category of Manpower	Number of persons required	Minimum qualification or/ and experience & Responsibilities
1	Security Guard	03 (Three)	i. Middle Standard. ii. To provide security/guard the office round the clock all the days in a month as per the timings defined by KVS Regional Office, Picket, Secunderabad

**3. Quoted Price:**

- (i) 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.**)

**The firm has to quote service charges, cost of uniform and payment of bonus as per Bonus Act. The proportionate share of bonus per month also should be mentioned in the Annexure 'A'. Failure to furnish the above information will be treated as incomplete bid.**

- (ii) The service tax or any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (iii) 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 in this regard.**
- (iv) Corrections if any in the Annexure 'A' shall be made by crossing out, duly signed with date.
- (v) The Bidder shall deposit Rs.5000/- (Rupees five thousand only) in the form of Demand draft/Pay Order/ Bankers cheque drawn in favour of " KVS, Regional Office Hyderabad " payable at Hyderabad as Earnest Money (Bid Security) along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (vi) The selected firm has to furnish Performance Security for an amount of Rs.25000/- (Rupees Twenty Five thousand) in the form of Demand Draft/ Bankers Cheque. The performance security shall be submitted within 10 days from the date of notification of award. This Performance Security is an addition to the earnest money submitted along with the bid.
- (vii) 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 employees shall be disbursed through cheque at KVS Regional Office premises in the presence of representative of the KVS, RO, Hyderabad or its constituent.
- b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees deployed to the KVS, RO's office/premises as per the monthly remuneration quoted.
- c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees deployed to the KVS,RO's office/premises 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. **Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.**
- 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) The normal office hours of KVS, Regional Office, Picket, Secunderabad is 9.00 am to 5.30 pm Five days from Monday to Friday. However, the Contracting Agency will deploy the Securing Services round the clock all the days in a month according to the duty timing shown at pre-pages/above. KVS 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.
- g) 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            =  $\frac{\text{monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- i) The candidates/Manpower provided by the Contracting agency shall be accepted only after scrutiny by KVS. 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 KVS, RO. 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.
- j) The contracting Agency will be required to sign a contract with the KVS, Regional Office, HYDERABAD as per the Model Contract enclosed for ready reference. The other terms & 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/sabotage caused by/attributionable to the personnel deployed, the KVS reserve the right to claim and recover damages from contracting agency.**
- l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.**
- m) The Contracting Agency will deploy the trained/professional security guards, preferably ex-servicemen who are below the age of 50 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 infectious diseases before deployment for work.**
- n) The KVS (RO) shall provide a small guard room/space for Security Guards / Conservancy personnel 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 uniform as 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 on each page and confirm to the terms & conditions in the following manner:

### **Eligibility of bidders**

- i) **The bid will be treated as non-responsive if the following documents are not attached with the bid:-**
  - 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 / Certified Balance Sheet & Profit and Loss Account for last 3 years.
  - c) List of clientele during last 3 years along with cost of assignment.
  - d) Attested copy of License for running the business of private security agencies.
  - e) PAN No. and current IT clearance certificate / Copy of IT Return filed
  - f) Attested copy of proof of valid EPF registration
  - g) Attested copy of proof of valid ESI registration
  - h) Attested copy of proof of valid Service Tax Registration
- i) The Bidder shall deposit Rs.5000/-(Rupees Five thousand only) in the form of Demand Draft/ Bankers Cheque drawn in favour of " KVS Regional Office Hyderabad " payable at Hyderabad as earnest money along with the Bid.
- ii) Remuneration of staff, quoted below minimum wage applicable for unskilled, semi-skilled, skilled, clerical and non-technical supervisory staff shall render the Bid disqualification for evaluation. Copy of the minimum wage G.O. should be attached with the bid.
- iii) Adequate amount if not quoted towards service charges/ charges of uniforms/ bonus, overhead – profit, etc, may render the bid disqualified for evaluation.
- iv) **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 Bid:**

The duly completed bid along with enclosures can be submitted in a Sealed Cover superscribed as "**BID FOR PROVIDING** \_\_\_\_\_ duly addressed to 'The Deputy Commissioner, KVS, Regional Office, Picket, Secunderabad-500 009 up to 3.00 pm on \_\_\_\_\_ and the bids shall be opened on the same day at 4.00 pm in the presence of bidders or their authorised representatives.

**Deputy Commissioner**