



केन्द्रीय विद्यालय बैरकपुर (वायुसेना स्टेशन)

(शिक्षा मंत्रालय : भारत सरकार)

Kendriya Vidyalaya BARRACKPORE (AFS)

(Ministry of Education Govt. of India)

पोस्ट, बंगाल इनामेल जिळा, 24 परगना (उत्तर)

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पत्र संख्या : फा.Quotation/के. वि. वै. (वायुसेना)/2020-21/

दिनांक: 24.11.2021

To,

Subject: - TENDER DOCUMENT FOR OUT SOURCING SERVICES OF SECURITY, CONSERVANCY & GARDENING FOR THE YEAR 2022

Sir / Madam,

Sealed Tenders are invited from reputed and Licenced out sourcing Agencies for the above mentioned services for Kendriya Vidyalaya Barrackpore (AFS) up to 2 p.m. on 23.12.2021. The tenders will be opened at 12.00 p.m. on 24.12.2021 in the presence of attending tenderers if any. The following point may be noted while submitting quotation.

- The Rate to be quoted in the prescribed format "FORMAT OF BID" enclosed.
- Rate quoted less than the minimum wage prescribed by the Govt. of India (for West Bengal) will be summarily rejected.
- Submission of EMD for ₹ 25,000/- only along with the Tender in the form of Banker Cheque/Draft or Pay Order along with the Tender document.
- The Agency should have valid License from the Govt. of West Bengal for running Security Agency in the state of W.B.
- Collective/Total bid amount is to be mentioned all the three services for the required manpower.
- Copies of documents viz. License, PAN, GST Registration, Prof. Tax enrolment, EPF & ESI Registration, Credential are invariably to be submitted along with the tender.
- The Management of the Vidyalalaya reserves the right to accept or rejects all bids and cancel the bidding process and reject all bids at any time prior to award the contract.

Thanking you.

Encl: Tender Document & Bid forms.

Yours faithfully,

Arun Kumar
24/11/2021

[ARUN KUMAR]

PRINCIAPAL I/C

Principal/प्रचार्य

केन्द्रीय विद्यालय वायुसेना बैरकपुर
Kendriya Vidyalaya (AFS) Barackpore

केन्द्रीय विद्यालय बैरकपुर (वायुसेना स्थल)

पोस्ट, बंगाल इनामेल जिळा . 24 परगना (उत्तर)



TENDER FOR OUTSOURCING SERVICES

TENDER DOCUMENT

Sub: "Inviting Bid for engaging service provider firm for providing Manpower through service contract".

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous body, is a Society register under societies Register 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 BARRACKPORE (AFS) from the reputed / registered consultant / service provider firm for providing Manpower through service contract initially for the period of 01 (one) year w.e.f. 01.01.2022, which may likely to be extended for 01(One) year:

S. No	Category of Manpower	Nos.	Minimum Qualification and Experience
1.	Conservancy Staff	06	Class VIII std. Working Experience desired. Local Resident
2.	Security Personnel	04	Matric, 5 Year experience, Preferably local / neighbouring locality
3.	Gardener	01	Matric, 2 year experience in Gardening. Local resident

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.	Conservancy staff	Sweeping & cleaning class rooms, Toilets, corridors, staircases, drainage. Removing cobweb, Campus sweeping, clearing toilet blocks, dusting furniture's etc.
2.	Security Personnel	Total security of the Vidyalaya & entire campus round the clock.
3.	Gardener	Tree & saplings plantation, Maintenance of Garden, breeding flower plants, grass cutting etc.

3. Quoted price:

- a) The Bidders shall quote unit rate (Central Govt. for West Bengal) which shall comprise of monthly remuneration, OTA rate, EPF, ESI & Other statutory costs and service charges (including profit and administrative charges) in the format of quoted only attached (Annexure-A).
- b) **The minimum service charge should not be less than 2%.** Firm/Agencies quoting service charges less than 2% will be treated as non-responsive and their quotation will be rejected.
- c) The service tax and any other such other tax liable to be paid by the client shall be quoted by the bidder separately.
- d) Hourly rate of OTA should not exceed monthly **remuneration.**
- e) 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.
- f) Correction if any shall be made by crossing out, initialling dating and rewriting.
- g) **The Bidder shall deposit Rs.25,000/- in the form of Bank Guarantee in the form of DD /Banker's Cheque or Pay Order in favour of " KENDRIYA VIDYALAYA BARRACKPORE (AFS) VVN Fund A/c." payable at BARRACKPORE** 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 earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- i) Telex, emailed or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

Kendriya Vidyalaya Barrackpore (AFS) invites quotations from the outsourcing agencies who are pioneer in the field of providing the following services:

a) Security Services

Providing Experienced security personnel having clean record to perform duty round the clock.

b) Conservancy safaiwala / Housekeeping services

Providing safaiwala / conservancy staff to work 26 days in a month.

c) Gardening Services

Providing Experienced Gardener to work 26 days in a month.

The Outsourcing Agency should have:-

1. The Bidders have to deposit ₹ 25000/- as Earnest Money along with the Bid, only Bank Draft/Banker Cheque or Pay Order will be accepted and to be drawn in favour of "**Kendriya Vidyalaya Barrackpore (AFS) VVN A/c**".
2. Valid License from Govt. of West Bengal to run security agency in similar nature and magnitude.
3. Labour License to provide skilled / unskilled labours for Conservancy/ Housekeeping/Gardening work.
4. Both Ex-servicemen and civilian trained employees for the security service.
5. Valid Trade License for the aforesaid services.
6. Valid Service Tax Registration from the competent authority.
7. GST Registration.
8. EPF & ESI Registration.
9. Professional Tax enrolment.
10. Income Tax PAN in the name of Agency.
11. Credential to work in Central/State Govt. organization.

Validity of Bid

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

Terms and conditions:

- a) The remuneration shall be disbursed through cheque at **KENDRIYA VIDYALAYA BARRACKPORE (AFS)** Premises in the presence of representative of the **Contracting Agency** or its constituent.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **KENDRIYA VIDYALAYA BARRACKPORE (AFS)** 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 **KENDRIYA VIDYALAYA BARRACKPORE (AFS)** supported with the following documents:-
 - j) 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.
- d) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice along with all the supporting documents providing ibid.
- e) The Contracting Agency will provide identity card to all his employees deputed as per format suggested by the Indenting Officer valid for the period of contract.
- f) The Contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by Indenter/client.
- g) The office hours of KVS are from 7.00am to 3.00pm. Six days from Monday to Saturday. However, KVS reserves the right to request the services on holiday/beyond office hours. The Contracting Agency will compensated by the Indenting Agency as per the rate quoted for OTA for working on holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- h) In case of absence on any working day, the monthly remuneration will regulated as per the following formula:
Total Monthly Remuneration = Monthly remuneration (-) A1
Where A1 = $\frac{\text{monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
- 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 **KENDRIYA VIDYALAYA BARRACKPORE (AFS)**. In case none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours.
- j) The contracting agency will be required to sign a contract with **KENDRIYA VIDYALAYA BARRACKPORE (AFS)** 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/ sabotage caused by / attributable to the personnel deployed the KVS reserve the right to claim and recover damages from contracting agency.

Evaluation of the Bid

The indenter will be evaluated and compare the Bids determined to be substantially responsive i.e which are properly signed and conform to the terms and conditions in the following manner.

- (i)
 - (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in last three years.
 - (b) Audited balance sheet and profit loss account.
 - (c) List of clientele during last three years along with the cost of assignment.
 - (d) PAN NO. and current IT clearance certificate.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of service tax registration.
 - (h) The bidder shall deposit Rs.25000/- as Earnest money and it will be returned to the unsuccessful bidder after the award of the contract.
 - (i) Valid Licence for running Private Security Agency.
 - (j) Trade Licence & Professional Tax Enrolment Registration.
- (ii) Remuneration of the staff, as notice from time to time by the Ministry of Labour Employment, Govt. of India, minimum wages application for the staff deployed, in the **West Bengal**. (Name the state/UT) shall render the Bid qualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

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 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 1 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 Bid and to cancel the bidding process and reject all Bid at any time prior to the award of the contract.

Last date and time of receipt of bids.

You are requested to submit the sealed Bid superscripted on the envelop as "Bids for providing "Manpower for Security, Conservancy & Gardening on service charged basis" due on **23.12.2021 Latest by 2 pm & Tender opening on 24.12.2021 at 12 Noon.**

The indenter looks forward to receive the bid in the format of Bid attached only and appreciate the interest of the service provider in KVS.

Yours faithfully
Signature:


24/11/2021
Principal

Name: ARUN KUMAR

Destination: Principal I/C

Kendriya Vidyalaya Barrackpore(AFS)

KV BKP (AFS)

FORMAT OF BID

Sl.No	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service Charges including overhead and profit	Monthly Unit rate (Col.4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col 8 x 3)
1	2	3	4	5	6	7	8	9	10

Note : 1. No Service Tax claim by the bidder as per KVS norms.

2. In-case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to provide the above service manpower and to abide by the terms & conditions contained in the Tender 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. _____ and dated _____ drawn on _____.

(Seal)

(Bidder)

Signature

Name

Date & Time

केन्द्रीय विद्यालय बैरकपुर (वायुसेना स्टेशन)

KENDRIYA VIDYALAYA BARRACKPORE (AFS)

वर्ष 2022 के लिए आपूर्तिकर्ताओं / ठेकेदारों पंजीकृत का पैनल

EMPANELLMENT OF REGISTERED SUPPLIERS/CONTRACTORS-2022

क्रम	विषय/ SUBJECT	जानकारी/ INFORMATION
1	संगठन का नाम Name of the organization	
2 A	मालिक का नाम (सहायक दस्तावेजों के साथ) Name of the proprietor (with supporting docs)	
B	पंजीकृत कार्यालय / फर्म की विस्तार से पता Detail address of the registered office /firm	
3	प्रस्ताव संगठन (चाहे समाज, ट्रस्ट, Sec.25 कंपनी या अन्य) के पंजीकरण का वर्ष और प्रकार. Year and type of registration of proposing organization (whether society, trust, Sec.25 company or other).	
4	पैन नंबर / PAN NUMBER	
5	पिछले तीन वर्षों के आयकर रिटर्न INCOME TAX RETURN OF LAST THREE YEARS	
6	जीएसटी नंबर (सहायक दस्तावेजों के साथ) GST NUMBER (with supporting docs.)	
7	साख का विवरण (सहायक दस्तावेजों के साथ) Details of credentials (with supporting documents)	
8	केन्द्रीय विद्यालय संगठन में काम करने का अनुभव Experience to work in KVS	
9	काम के क्षेत्र / Field of work	
10	बैंक चालू खाता सं (सहायक दस्तावेजों के साथ) Bank Current Account No. (with supporting documents)	
11	पीएफ पंजीकरण संख्या)/(सहायक दस्तावेजों के साथ) PF REGISTRATION NUMBER / (with supporting documents)	
12	ईएसआई पंजीकरण संख्या(सहायक दस्तावेजों के साथ) ESI REGISTRATION NUMBER(with supporting documents)	
13	फूड लाइसेंस(सहायक दस्तावेजों के साथ) FOOD LICENCE (with supporting documents)	

14	प्रशासनिक ऑफिस का पता Administrative Office Address	
15	फर्म के बारे में कोई अन्य जानकारी Any other information about the firm	

सभी क्षेत्रों/क्रम 12, 13 और 14 को छोड़कर सभी के द्वारा भरा जाना अनिवार्य हैं. कोई समय सीमा समाप्त हो दस्तावेज़ स्वीकार नहीं किया जाएगा. इस पत्र के साथ उपर्युक्त सभी दस्तावेजों व्यक्तिगत रूप से कार्यालय में या पोस्ट के माध्यम से या प्रतिनिधि के माध्यम से जमा किया जा सकता है.

All the fields are compulsory to be filled by all except point 12, 13 & 14. Please give enclosures as requested. Any documents like PF/ESI/Registration Number if expired should be renewed before submission. All the above documents along with this form may be submitted in person / post/ authorized representative only.

दिनांक :

Date:

Signature of the proprietor / authorized person

मालिक / अधिकृत व्यक्ति के हस्ताक्षर