

KENDRIYA VIDYALAYA DUMKA(JHARKHAND) –814101

(Near Sri Amra Power House, Jharkhand)

Phone: 7870396536.

Email – [kvdumka@gmail.com](mailto:kvdumka@gmail.com) Website – <https://dumka.kvs.ac.in>



TENDER FORM

DATE & TIME OF TENDER DOCUMENT AVAILABLE IN SCHOOL WEBSITE	<b>13.08.2021</b>
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	<b>UPTO 28.08.2021 BY 2:00 PM</b>
DATE & TIME OF OPENING OF TENDER DOCUMENT	<b>31.08.2021 (Tuesday) AT 11:00 Hrs.</b>

Cost of form Rs. 500/- to be deposited at the time of submission of tender form. Every Page and document must be signed by the proprietor of the firm.

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## TENDER DOCUMENT

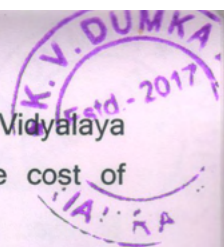
Sub:- " Inviting Bid for engaging service Provider Firm for Providing Security Manpower through service Contract."

1. The Kendriya Vidyalaya DUMKA is a unit of Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body and a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya's 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 Dumka from the reputed/ registered Consultant/ Service Provider Firm for providing Manpower through service contract initially for a period of one year (01 year) year w.e.f. 01.09.2021 which may be extended by another one year if found to be satisfied indicated below: -
  - A. Area of Building: Temporary building having approximately 12 classrooms, staff room, examination room, library, office, toilets, corridors, and open areas as well as enclosed surrounding areas on the ground floor.
  - B. Address/ location of the Vidyalaya building: Kendriya Vidyalaya Dumka, Near Sri, Amra Power House, Jharkhand-814101.
  - C. **Manpower required:** Three (03) Security guards working 8 hours shift wise for 26 days and (1) reliver security guard for the rest of days of the month. The following manpower (for six days in a week from Monday to Saturday during the whole month) is to be deployed in such a way that the workers may be available up to 4.00 PM. & 02 Sweeper all the days except Sunday & Gazetted Holiday cleaning of school building, Toilet Class Rooms including dusting of Desk, Bench, Table, Chairs etc.

Sl. No.	Category of Manpower	Minimum Qualification or/and experience	No. of personnel required in shift
1	Security Guards (Without Arms) for round the clock Security Service.	Educational Qualification Middle Standard Passed. He Must be Physically fit and mentally sound and should be fit to work even in odd hours.	03 (one)
2	Sweeper	He Must be Physically fit and mentally sound and should be fit to work even in odd hours.	02(one)

3. The Tender form can be downloaded from the Kendriya Vidyalaya Dumka Website:- <https://dumka.kvs.ac.in> from 13.08.2021 to 28.08.2021 and bidder must submit a





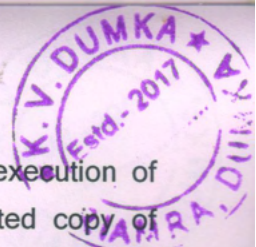
4. Demand Draft of Rs. 500.00 (Rupees Five hundred Only) drawn in favour of Vidyalaya Vikash Nidhi, Kendriya Vidyalaya Dumka payable at Dumka towards the cost of tender.
5. The Tender shall be accepted under bid system. The interested service provider are advised to submit technical and financial bids in sealed envelope subscribing TECHNICAL/FINANCIAL BID for providing Security services to Principal, Kendriya Vidyalaya Dumka (Jharkhand) by **registered post/speed post/courier latest by 13.08.2021 to 28.08.2021 up to 02:00 PM.**
6. **Responsibilities:** The Security guard will provide security to Vidyalaya premises and property. The security guard deployed at main will make record of entry of visitors to the Vidyalaya. The Security Staff employed will be responsible for locking and opening of all class rooms, doors/ Windows and switching off all electric gadgets at the time of opening and closing of the Vidyalaya. The security staff will also be responsible for checking of water taps if left open. Any property left outside by school staff should be reported to the principal immediately. The Principal/VMC will have the right to assign any other Security/Safety related duties to the security staff employed by the agency.

**7. General Terms and Conditions:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration (for 26 days) and Service Charges in the format of quotation only attached {Annexure-E). EPF, ESI and other statutory cost will be paid by the indenting office as per updated central government norms. Contracting agency must disburse EPF, ESI and other statutory liability and submit the same to the indenting office for payment within 15 days to contracting agency.
- (b) The GST/ Service tax is exempted by Govt. of India for education institutions.
- (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 a bid security of **Rs 5000.00** in the form of an Account Payee Demand Draft of bids the same may be drawn in favour of Kendriya Vidyalaya Dumka VVN Account payable at Dumka as Bid Security along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) Conditional bids will not be considered and will be outrightly rejected.
- (f) The bidder may be a Proprietary firm, Limited Company or a Corporate body legally constituted. In case of partnership firms, a copy of the Partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished

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on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the CERTIFICATE OF REGISTRATION of firm should also be enclosed along with the tender along with the name of authorized partner to interact with Kendriya Vidyalaya Dumka.

(g) Telex or mailed or facsimiled bids are not accepted.

(h) Each bidder must submit only one bid.

(i) The bid shall remain valid for a period of 90 days after the dead line fixed for submission of bids.

(J) No firm can withdraw bid submitted. If any firm intends to withdraw its bid, bid security will be forfeited.

(K) All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or Cutting is permitted in the Financial Bid Form.** In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application, the same must be attested by the person authorized to sign the tender bids.

(L) Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.

(M) The Technical Bid if not qualified will be summarily rejected.

(N) The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/Autonomous Body/PSUs/Banks. Etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc, the earnest money/Security Deposit of the firm/Agency will be forfeited and the bid/contract will be rejected/cancelled.

**8. 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. The bids will be treated non-responsive if the following documents are not attached:-

- a. Attested copy of license under (PSARA Act.) Private Security Agency Regulation Act. obtained from the Home Department, Govt. of Jharkhand for running the business of private security agencies operating in the Govt. of Jharkhand.
- 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 with annual turnover of Rs.1 crore during last three years.
- c. Audited Balance Sheet & Profit and Loss Account.
- d. List of clienteles during last 3 years along with cost of assignment.
- e. PAN No. and IT Return of 2020-21 and preceding two year (2018-19, 2019-2020)

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- 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. The Bidder shall deposit Rs 5000.00 in the form of DD drawn in favour of Kendriya Vidyalaya Dumka VVN Account Payable at Dumka as Bid Security with the bid. The EMD shall be returned to the unsuccessful bidders after the award of contract.
- j. EMD in the form of an Account Payee Demand Draft/ Banker's Cheque or Bank Guarantee should be valid for 45 days after the date of submission of bids the same may be drawn in favour of Kendriya Vidyalaya Dumka VVN Account payable at Dumka.
- k. Rates of Remuneration for staff quoted below minimum wages applicable, in the State or as per Central Govt. Labour Dept. notification (whichever is higher), shall render the Bid disqualified from evaluation. The wages will be revised as per the statutory notification by the concern govt. authorities and agency must submit the copy of the notification with request to revise the wages from the effective date. Any delay on the part of the agency, will be borne by the agency. **If, the rates for service charges/profit are quoted as NIL or less than Rs.1.0, the bid will be treated unresponsive.**
- l. The evaluation will be done based on total for all the items listed at 'a to k'. Indenting Office will award the contract to the **lowest evaluated substantively responsive bidder.**

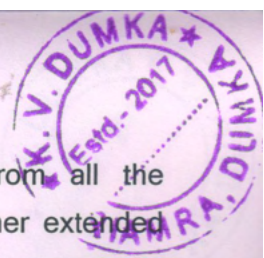
1. In Case of Tie in the L1 Vendor/ Service provider, evaluation will be done based of Technical bid qualification and the decision of Chairman, VMC will be final.

#### 9. 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. The Selected agency/Service Provider shall have to execute an agreement on non-Judicial stamp paper of Rs.100/- to be signed by both the parties.
- (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/ cancel the bidding process depending on the merit of circumstances.
- (e). The successful tenderer will have to deposit **Performance Security** in the form of an Account Payee Demand Draft/Bank Guarantee for an amount of **Rs 50,000.00 (Rupees Fifty Thousand only)** for One year. The performance security shall be submitted within 10 days from the date of Notification of Award. The Performance security will be retained for a period of 90 (ninety) days beyond the date of cessation of the contract (initial one year) for completion of all contractual obligations of the

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bidder including warranty obligations and till providing the NOC from all the employees about the setting of their dues. In case, the contract is further extended beyond the initial period, the Performance security will have to be accordingly renewed by the successful tenderer as per new labour rates and will be returned as per the condition stated above.

(f) The Contract can be short closed without any prior notice on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya Dumka. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the service provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of Kendriya Vidyalaya Dumka.

(g) The agreement can be terminated earlier by giving one month written notice on Kendriya Vidyalaya Dumka side and three months notice on the side of service provider without assigning any reason and the decision of the Vidyalaya authority shall be binding on the service provider. No claims for compensation of loss/revenues due to such decision shall be entertained.

(h) The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amounts from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act or omission or commission on the part of the contractor's workers. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its security guards.

(i) 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.

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

(k) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home Department, Govt of Jharkhand under PSARA Act for running the business of private security agencies operating in the state of Jharkhand failing which the bid will be treated as disqualified/non-responsive.

(l) The normal office hours of Kendriya Vidyalaya Dumka is from 8.00 am to 4.00 pm Six days from Monday to Saturday. 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. Kendriya Vidyalaya Dumka 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.

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

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**Total Monthly Remuneration = Monthly remuneration - A1**  
**A1 = Unit Daily Wage X No. of days of Absence**

(n) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Kendriya Vidyalaya Dumka. Therefore, minimum three-four biodata 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. In case, none is found suitable then additional biodata 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 Dumka shall be made within 24 hours.

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

- a. The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/Staff duly linked with their mobile numbers to received SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.
- b. The said firm agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Guards employed by it and deployed in kendriya Vidyalaya Dumka.
- c. Losses caused to the Vidyalaya due to negligence on the part of Security Guards will be recovered from the agency/Contractor.
- d. During the period of leave of any of the Security guards, the service provider shall deploy another security guard with prior intimation to the Vidyalaya.

#### (10) Payment:-

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

(b) The Contracting Agency will ensure payment by the 5 (fifth) of every succeeding month to their employees provided to the Kendriya Vidyalaya Dumka 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 Kendriya Vidyalaya Dumka supported with the following documents: -

- i. Details of disbursement made to the staff furnishing cheque /RTGS /NEFT details for each payment.
- ii. Copy of Electronic Challan Receipt (ECR) as a e-challan for Kendriya Vidyalaya Dumka Proof of payment of statutory obligatory in such as EPF, ESI. Service Tax and any other applicable tax.
- iii. 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.

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iv. In any case, no payment shall be made in advance.

(d) The Contractor shall in no case transfer the service it is required to perform under this agreement to any other contractor or person without prior permission from the kendriya Vidyalaya Dumka.

(11) You are requested to submit the Sealed Bids super scribed on the envelope as "BIDS FOR PROVIDING SECURITY & SWEEPER SERVICES " within 16 days of publication of this notice in K V Dumka Website. The bids completed in all respect may be deposited at Kendriya Vidyalaya Dumka, latest by 28.08.2021 up to 2.00 PM.

(12) The bids will be opened at 11.00 AM on 31.08.2021 in the presence of Chairman, VMC, KV Dumka. An amount of Rs.500.00 as tender cost and earnest money of Rs 5000.00 (Rupees Five thousand only) is to be deposited along with tender document. The Indenter looks forward to receiving the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

Yours Sincerely,

Signature

*Bhanj*  
13/08/2021

Name: Ms. Namita Bhanj

Designation: Principal

For and on behalf of the

Kendriya Vidyalaya Dumka.

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PERFORMA FOR TECHNICAL BID – SECURITY SERVICES		
1	Name of Agency	
2	Nature of the concern: (i.e., Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office Telephone No. FAX No. E-Mail Address	
4	Full address of Operating/ Branch Office in Dumka Telephone No. FAX No. E-Mail Address	
5	Banker of Agency with full address (Attach Banker's certificate of account maintenance for the last three years 2018-19 to 2020-21) Telephone Number of Banker	
6	Registration No. / License No. of the Agency (Attach attested copy of the Registration)	
7	GST Registration No. (attach attested copy of the Registration)	
8	PAN No. of the Agency (attach copy of card)	
9	Details of major contracts handled in last 03 (Three years) with government bodies/ KVS	
10	Self- certificate for non-blacklisting and Declaration	
11	Total No's of employees in the Agency	
12	Annual Turnover 2018-19 2019-20 2020-21	Rs. Rs. Rs.
13	Total Number of Working Experience in Years	
14	Tax Audit Report 2018-19 2019-20 2020-21	_____ _____ _____
15	Earnest Money of Rs..... in favour of "Kendriya Vidyalaya Dumka VVN Account" payable at Bokaro is to be enclosed.	DD/ Pay Order No..... date..... Name of Bank & Branch..... .....
16	Attested Copy of License obtained from Govt of Jharkhand under PSARA Act to run private security agency (attach a copy)	

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....



<b>DETAILS OF CONTRACTS FOR PAST THREE YEARS</b>
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DETAILS OF MAJOR CONTRACTS WITH KVS/CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING SECURITY/CONSERVANCY/ HOUSE KEEPING/ DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				
5				

(Attach **separate** sheet for more years of experience in providing security/ conservancy/ gardening services.)

Date: .....

Place: .....

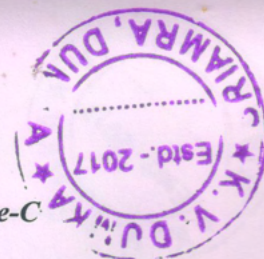
Signature of Proprietor/authorized signatory.....

Name: .....

Seal .....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//





Annexure-C

DECLARATION BY THE TENDERS

Ref: F. No.....

Date:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/S.....

(name & address of Agency/firm) is neither blacklisted by any Government Department/ Autonomous Body/ PSU nor any criminal case is registered against the firm.

Date: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

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Annexure-D

**DECLARATION BY THE TENDERERS:**

I / We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed. (Latest EPF/ESI statement attached)

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....

- 1. GST Service Tax shall be chargeable from educational institutions
- 2. In case of contracts, the unit price and total price, the unit price shall prevail.
- 3. The Tenderer shall not be held liable while preparing the comparative statement.

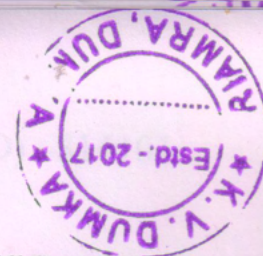
We agree to provide the above service of members and to abide by the terms & conditions mentioned in the Bidding document and also agree to enter into the agreement in the format enclosed. This declaration is made by (Name.....) in duplicate with valid Bank Cheque / Demand Draft No. .... dated ..... drawn on .....

Signature  
Name  
Date  
Seal

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**ANNEXURE- E**  
**FORMAT OF FINANCIAL BID**



(All figures in Rs. )

Sl. No	Category of Manpower	No. of manpower required	Unit monthly remuneration (for 26 days)	EPF	ESI	Service charges /profit (Per unit)	Total monthly remuneration per unit (4+7)	Total Monthly Cost
1	2	3	4	5	6	7	8	9
1	Security Personnel's without arms			Fixed (As per Govt. norms)	Fixed (As per Govt. norms)			
2	Conservancy Staff (Unskilled Worker for cleaning & Sweeping)			Fixed (As per Govt. norms)	Fixed (As per Govt. norms)			

**NOTE:**

1. GST/ **Service Tax** is not chargeable from educational institutions.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. EPF and ESI will not be considered while preparing the comparative statement.

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 Guarantee / Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: .....

Seal:

*Boori*  
13/08/2021