

य विद्यालय क्रमांक-02
सेना स्थल,
दरभंगा बिहार (846005)

(मा. सं. विकास मंत्रालय, स्कूल शिक्षा व साक्षरता विभाग, भारत सरकार)
ESTABLISHMENT YEAR - 2004
C.B.S.E. Affiliation Number - 300042
CBSE School Code - 50121
KV Code - 1947
STATION CODE- 449



KENDRIYA VIDYALAYA
NUMBER - 02
AIR FORCE STATION
DARBHANGA, BIHAR (846005)

(MIN. OF HRD, DEPT. OF SCHOOL EDUCATION & LIT, GOVT. OF INDIA)
Telephone Number - 06272-225038,39
Mobile Number- +91- 8544512253
E-Mail - kv2dbn@yahoo.co.in
Website - www.kv2darbhanga.in

पत्रांक संख्या :- 28 /के.वि.2दरभंगा/2019-20/

दिनांक:- / /2019

ई-मेल/पंजीकृत/द्रुतगामी डाक

TENDER DOCUMENT

Sub: - "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.

Sir/Madam,

1. The Kendriya Vidyalaya No -02, DARBHANGA(BIHAR), is a vidyalaya under KVS, 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-02, DARBHANGA(BIHAR) from the Service Provider Firms for providing Manpower through service contract initially for a period of 01 (one) year w.e.f - 01/08/2019, which may be extended by another one year, as indicated below:-

A. **Area of the Building & premises** : 13 acres having approximately 25 rooms and 10 toilets & bathrooms, Corridors, Veranda, drains, roads, lawns and open as well as enclosed surrounding areas. Parties are advised to see the location.

Address/Location of the building:

Kendriya Vidyalaya No-02, Air Force Station, DARBHANGA(BIHAR), Pin: 846005

B. Man power required: -

S. N.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required
1.	Security Guards Without Arms	Middle Standard with experience	03(Three) #
2.	Conservancy Personnel	Experience hands	02 (Two) #
3.	Gardener	Experience hands	01 (One) #
4.	Aaya	Experience hands	01 (One) #

Number of personnel required may increase / decrease as per need base.

An outline of tasks to be carried out by different category of manpower provided is detailed as under: -

S.N.	Category of Manpower	Responsibilities
1.	Security Guards	To provide security/guard in the Vidyalaya for the safety security of the Vidyalaya property.
2.	Conservancy Personnel	To keep the rooms, toilets & bathrooms, Corridors, Veranda, floor, roof, drains, roads, lawns and open areas as well as enclosed surrounding areas of Vidyalaya Building cleaned.
3.	Gardener	To maintain the Vidyalaya Garden properly.

केन्द्रीय विद्यालय क्रमांक-02
यु.सेना स्थल,
दरभंगा बिहार (846005)

(मा.सं. विकास मंत्रालय, स्कूल शिक्षा व साक्षरता विभाग, भारत सरकार)
ESTABLISHMENT YEAR - 2004
C.B.S.E. Affiliation Number - 300042
CBSE School Code - 50121
KV Code - 1947
STATION CODE- 449



KENDRIYA VIDYALAYA
NUMBER - 02
AIR FORCE STATION
DARBHANGA, BIHAR (846005)

(MIN. OF HRD, DEPT. OF SCHOOL EDUCATION & LIT, GOVT. OF INDIA)
Telephone Number - 06272-225038,39
Mobile Number- +91- 8544512253
E-Mail - kv2dbn@yahoo.co.in
Website - www.kv2darbhanga.in

पत्रांक संख्या :- 28 /के.वि.2दरभंगा/2019-20/

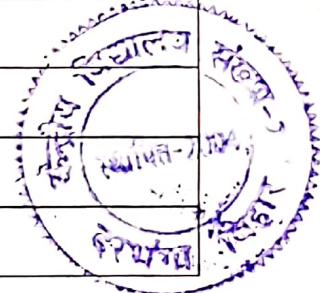
दिनांक:- / /2019

ई-मेल/पंजीकृत/द्रुतगामी डाक

4.	Aaya	To look after kids of Primary Section
----	------	---------------------------------------

C. Occasional requirement of labour/workers:

S.No.	Labourer/worker	Remarks
1	Electrician	Daily basis as per requirement.
2	Carpenter	Daily basis as per requirement.
3	Plumber	Daily basis as per requirement.
4	Painter	Daily basis as per requirement.
5	Meson	Daily basis as per requirement.
6	Welder	Daily basis as per requirement.
5	Daily Labourer	Daily basis as per requirement.



3. Quoted Price:

- 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). Service charge must be quoted so as to meet all statutory charges like income tax etc..
- The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions like minimum wages, tax, EPF, ESI rates etc., if amended.
- The Bidder shall deposit Rs.5,000/- in the form of Bank Draft/DD/Pay Order/Bank Guarantee in favour of "KV 2 AFS DBG VVN A/C" as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- The selected firm has to furnish performance security in the form of Bank **Guarantee/DD for an amount of Rs.50000/- (Rs fifty thousand only)** or 10% of annual Payment valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 15 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.
- Telex or Facsimile Bids are not acceptable.

युवा विद्यालय क्रमांक-02
युवा सेना स्थल,
दरभंगा बिहार (846005)

(मा. सं. विकास मंत्रालय, स्कूल शिक्षा व साक्षरता विभाग, भारत सरकार)
ESTABLISHMENT YEAR - 2004
C.B.S.E. Affiliation Number - 300042
CBSE School Code - 50121
KV Code - 1947
STATION CODE- 449



KENDRIYA VIDYALAYA
NUMBER - 02
AIR FORCE STATION
DARBHANGA, BIHAR (846005)

(MIN. OF HRD, DEPT. OF SCHOOL EDUCATION & LIT, GOVT. OF INDIA)
Telephone Number - 06272-225038,39
Mobile Number- +91- 8544512253
E-Mail - kv2dbn@yahoo.co.in
Website - www.kv2darbhanga.in

पत्रांक संख्या :- 28 /के.वि.2दरभंगा/2019-20/

दिनांक:- / /2019

ई-मेल/पंजीकृत/दुतगामी डाक

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:-**

The Contracting Agency after the award of contract must ensure:-

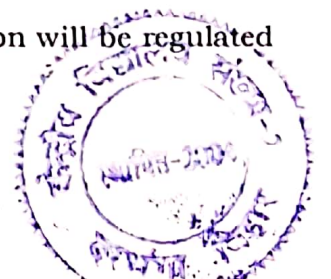
- The remuneration shall be disbursed into the bank account of the concerned workers/personnel and bank advice duly stamped and signed should be enclosed with bill.
- The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees as per the monthly remuneration quoted without any deduction.
- 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 Vidyalaya office/premises supported with the following documents: -
 - Details of disbursement made to the staff for each payment,
 - 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.

- 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.
- The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- The Contracting Agency will provide the security services round the clock all the days of the month. Vidyalaya 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.
- The monthly rate will be considered for Conservancy/Gardenor/Aaya on the basis of 26 days. If called for more days payment will be made for extra duty.
- 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 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$



केन्द्रीय विद्यालय क्रमांक-02
कु सेना स्थल,
दरभंगा बिहार (846005)

(मा. सं. विकास मंत्रालय, स्कूल शिक्षा व साक्षरता विभाग, भारत सरकार)
ESTABLISHMENT YEAR - 2004
C.B.S.E. Affiliation Number - 300042
CBSE School Code - 50121
KV Code - 1947
STATION CODE- 449



KENDRIYA VIDYALAYA
NUMBER - 02
AIR FORCE STATION
DARBHANGA, BIHAR (846005)

(MIN. OF HRD, DEPT. OF SCHOOL EDUCATION & LIT, GOVT. OF INDIA)
Telephone Number - 06272-225038,39
Mobile Number- +91- 8544512253
E-Mail - kv2dbn@yahoo.co.in
Website - www.kv2darbhanga.in

पत्रांक संख्या :- 28 /के.वि.2दरभंगा/2019-20/

दिनांक:- / /2019

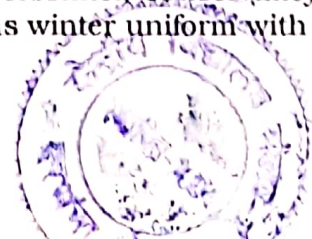
ई-मेल/पंजीकृत/द्रुतगामी डाक

***If conservancy staff does not report on time or be absent from the work , then the work can be completed by the laborers hired from the local market and a penalty of double the amount quoted by the contracting agency will be deducted/recovered from the bill of the contracting agency.**

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Vidyalaya. 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 Vidyalaya. 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 Vidyalaya shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Vidyalaya 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.
- (j) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Vidyalaya reserves the right to claim and recover damages from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (l) The Contracting Agency will deploy the trained/professional security guards/security supervisor, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the experienced hands. The Contracting Agency will also ensure that the security guards/security supervisors are free from Aids or any other infectious disease before deployment for work.
- (m) The Vidyalaya shall provide a small guard room/space for Security Supervisor and Security Guards 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.
- (n) The Contracting Agency shall provide to their security personnel, Conservancy Personnel and Gardner with impressive summer uniform as well as winter uniform with insignia.

7. **Evaluation of Bid:**

- (i) The bidder has to submit the bid in two parts :-
 - a) **Technical Bid -**



केन्द्रीय विद्यालय क्रमांक-02
दरभंगा सेना स्थल,
दरभंगा बिहार (846005)

(मा. सं. विकास मंत्रालय, स्कूल शिक्षा व साक्षरता विभाग, भारत सरकार)
ESTABLISHMENT YEAR - 2004
C.B.S.E. Affiliation Number - 300042
CBSE School Code - 50121
KV Code - 1947
STATION CODE- 449



KENDRIYA VIDYALAYA
NUMBER - 02
AIR FORCE STATION
DARBHANGA, BIHAR (846005)

(MIN. OF HRD, DEPT. OF SCHOOL EDUCATION & LIT, GOVT. OF INDIA)
Telephone Number - 06272-225038,39
Mobile Number- +91- 8544512253
E-Mail - kv2dbn@yahoo.co.in
Website - www.kv2darbhanga.in

पत्रांक संख्या :- 28 /के.वि.2दरभंगा/2019-20/

दिनांक:- / / 2019

ई-मेल/पंजीकृत/द्रुतगामी डाक

The bid will be treated as non-responsive if following documents are not attached with tender

Document: -

- (i) Tender Document Duly Signed and Stamped
- (ii) Attested copy of License to engage in the business of Private Security Agency
- (iii) Attested copy of valid Labor License/ Labor registration certificate.
- (iv) Attested copy of proof of EPF registration.
- (v) Attested copy of proof of ESI registration.
- (vi) Audited Balance Sheet & Profit and Loss Account.
- (vii) PAN Number and ITR of previous year.
- (viii) Attested copy of proof of Service Tax Registration/GST.
- (ix) Copy of current labor rate issued from the Competent Authority.
- (x) DD/Pay Order/Bank Guarantee of Rupees Five thousand only in favour of "KV 2 AFS DBG VVN A/C " as E.M.D.
- (xi) Experience certificate (If Any)
- (xii) "Not Blacklisted Firm anywhere"- Declaration



Technical Bid alongwith all above mentioned documents should be sealed in an envelop subscribing "Technical Bid" in bold letters.

b) Financial Bid-

Financial bid of only those bidders will be opened, whose technical bid qualifies. Financial bid will consist of Rate Quoted by Bidder without any cutting or overwriting. Financial bid should be sealed in an envelop subscribing "Financial Bid" in bold letters.

Sealed envelops of Technical Bid And Financial Bids should be Sealed and sent through Registered /Speed Post only to reach at the address "**Principal, Kendriya Vidyalaya No-02, Air Force Station, Darbhanga-846005(Bihar)**" in time.

- c) 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 earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- (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 India applicable in Bihar and the locality shall render the Bid disqualified 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.

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. If more than

विद्यालय क्रमांक-02
सेना स्थल,
दरभंगा बिहार (846005)



KENDRIYA VIDYALAYA
NUMBER - 02
AIR FORCE STATION
DARBHANGA, BIHAR (846005)
(MIN. OF HRD, DEPT. OF SCHOOL EDUCATION & LIT, GOVT. OF INDIA)
Telephone Number - 06272-225038,39
Mobile Number- +91- 8544512253
E-Mail - kv2dbn@yahoo.co.in
Website - www.kv2darbhanga.in

(मा. सं. विकास मंत्रालय, स्कूल शिक्षा व साक्षरता विभाग, भारत सरकार)
ESTABLISHMENT YEAR - 2004
C.B.S.E. Affiliation Number - 300042
CBSE School Code - 50121
KV Code - 1947
STATION CODE- 449

पत्रांक संख्या :- 28 /के.वि.2दरभंगा/2019-20/

दिनांक:- / /2019

ई-मेल/पंजीकृत/दुतगामी डाक

one bidder satisfy both the conditions, successful bidder will be decided on the basis of lottery.

- (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 send the Sealed Bids superscribed on the envelope as " **bids for providing Security, Conservancy, Gardener & other manpower Services in the Vidyalaya on service charge basis**" through speed post/registered post so as to reach this office on or before **30.07.2019** . The tender will be opened on 31.07.2019 at 13:00 in the Principal's Room at vidyalaya.

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 Vidyalaya office.

Yours faithfully,

To,
M/s.....
.....

Signature 
Name: A.K. MISHRA
Designation: Principal
For and on behalf of the
Kendriya Vidyalaya, AFS DARBHANGA

09/07/2019
प्राचार्य
विद्यालय संख्या-2
सेना स्थल दरभंगा
बिहार-846005

All the above conditions are accepted by me/us.

Signature of the Tender with seal of the firm

Date:

Witness-I Name:

Witness-II Name:

Address & Occupation

Address & Occupation



S. No.	Category of Manpower	Number	Unit Monthly Remuneration	EPF Rate	ESI Rate	Service charges/Uniforms/bonus etc. including overhead profit	Monthly Unit Rate (Co. 4+5+6+7)	Unit-OTA Rate per hour	Total monthly cost
			4	5	6	7	8	9	10
1	Security Guard	3							
	Without Arms	1							
	Conservancy	1							
	Personnel	1							
3	Gardener/Mali	1							
4	Aaya	1							

Occasional requirement of labor/worker:

S. No.	Category of Manpower	Number	Wages daily basis Rs.	Service charges/ overhead/ profit, if any	Total Daily wages (Co. 4+5)
			4	5	6
1	Electrician	1			
2	Carpenter	1			
3	Plumber	1			
4	Painter	1			
5	Mason	1			
6	Welder	1			
7	Labor	1			

NOTE : 1. Service Tax/GST if any, shall be quoted separately. (Not applicable)

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

3. In Co. No. 4,5,6,7,8, and 9 amount in figure to be mentioned without any addition/deletion.

4. Filling up if Col. 4 to 10 is mandatory. Only figure is to be given.

We agree to provide the above service of manpower and to abide by the term & condition contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid security of Rs. (Rupees)..... date Drawn on is furnished herewith vide Bank Draft No.

(Bidder)
 Signature.....
 Name.....
 Date & Time.....

