

Form No. :
Date of Issue :
M.R. No. :
Cost of Form : Rs. 500/-



**KENDRIYA VIDYALAYA NO. 1, BHOPAL**  
(A Constituent unit of KVS, under Ministry of Human Resource Development, Govt. of India)  
**Opp. Maida Mill, Arera Hills, BHOPAL- 462011**

**NOTICE FOR INVITING TENDERS FOR OUTSOURCING  
SERVICES  
OF  
SAFETY & SECURITY,  
HOUSE KEEPING (CONSERVANCY)  
AND  
GARDENING SERVICES FOR THE SESSION 2017-18**



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**Opp. Maida Mill, Arera Hills, BHOPAL- 462011**

Tender No. F. 53/KV-1/BPL/OSS Contract/2017-18/			Dated : 05/10/2017.	
Name of the Work	Cost of Tender Form (Non-refundable)	Approx. No. of Manpower required	Approximate Estimated Cost (Per Annum)	Bid Security (EMD)
Security Guard Services (Civilian Persons) in Vidyalaya Campus & Shikshak Sadan	Rs. 500/- (Rupees Five Hundred Only)	For Vidyalaya – 06 For Shikshak Sadan – 03	Rs. 12,74,400/- (Rupees Twelve Lakh Seventy Four Thousand Four Hundred only)	Rs. 20,000/- (Rupees Twenty Thousand Only)
House Keeping Services (conservancy – sweeping and cleaning) in Vidyalaya & Shikshak Sadan		For Vidyalaya – 06 For Shikshak Sadan – 01	Rs. 7,58,400/- (Rupees Seven Lakh Fifty Eight Thousand Four Hundred only)	Rs. 20,000/- (Rupees Twenty Thousand Only)
Gardening (Mali) Services		For Vidyalaya & Shikshak Sadan – 01	Rs. 2,16,700/- (Rupees Two Lakh Sixteen Thousand Seven Hundred only)	Rs. 10,000/- (Rupees Ten Thousand Only)
<b>Total approximate Estimated cost per year</b>			<b>Rs. 22,49,500/-</b>	

Sealed re-tenders (due to un-finalized tenders) are invited under Two Bid system – Technical Bid & Financial Bid in separate envelopes from reputed agencies, having capacity to provide the required number of uniformed trained manpower for the above mentioned services of Kendriya Vidyalaya No. 1, Bhopal and its Shikshak Sadan for a period of one year which may be extended for one more year based on performance and integrity of Firm owner. Last date for receipt of tender(s) is 26.10.2017 at 14.00 hrs. and will be opened by the Tender Evaluation Committee in the presence of tenderers (if any) or their authorized representatives who wish to be present on the same day i.e. 26.10.2017 at 15.00 hrs. in the office of this Vidyalaya. The tenders received after the above said scheduled date and time will not be considered in any manner. The tenders can be sent to this office by speed post / registered post / courier / by hand submitted in Vidyalaya to deputed employee of this office. No tender by Fax / E-mail or any other medium will be entertained. For further details please visit website of this Vidyalaya [www.kv1bhopal.edu.in](http://www.kv1bhopal.edu.in)

**Last date of submission of tender is 26.10.2017 up to 14.00 hrs.**

**Requirement of Manpower : -**

- a. for Vidyalaya premises – Security Guards - 06, Housekeeping staff - 06, Gardener - 01
- b. for Shikshak Sadan – Security Guards - 03, Housekeeping staff – 01

Principal



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**FORM No. - 1**

Affix latest  
Passport size  
recent  
photograph of  
the prospective  
Bidder

**TECHNICAL BID TENDER FORM FOR PROVIDING SECURITY, CONSERVANCY, & GARDENING SERVICES**

1	Name, address of the firm/Agency and Telephone & Mobile numbers.	
2	e-mail of the firm/ proprietor	
3	Website address of the firm	
4	Registration No. of the Firm/ Agency	
5	Name, Designation, Address and Telephone/Mobile No. of Authorized person of Firm/ Agency to deal with.	
6	Whether having ISO Certificate	
7	PAN No	
8	Employees Provident Fund Account No.	
9	ESIC Number	
10	License number under Contract Labour (R&A) Act.	
11	Security License issued by <b>IG of Police Law/Order and Security and Controlling Authority, M.P. Bhopal</b>	
12	Details of Bid Security (EMD) deposited:	
	(a) Amount	Rs. (in words )
	(b) DD No.	
	(c) Date of issue	
	(d) Bank Name	

Signature of the bidder along with seal

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15		<b>To be filled by the Bidder</b>	<b>For office use</b>
	<b>Information to be provided</b> Annual Turnover (in Lakhs) During the last three year in any of the Institute's/Autonomous Institutions/Universities/Public Sector/ Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank	Rs. (F. Y. 2014-2015)	
		Rs. (F. Y. 2015-2016)	
		Rs. (F. Y. 2016-2017)	
16	Experience of running these services (in years)		Attach proof (Certificate received from institute/ organization after completion of work)
17	Volume of work done during the last three financial years		Attach proof (Certificate received from institute/ organization after completion of work)
18	Total Manpower on roll		(Unskilled category)
19	Out of total man power available how many are already engaged		
20	Address of Agency's office		

**NOTE: ENCLOSE THE PROOF FOR ABOVE CITED DECLARATIONS**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

**(Signature of the bidder) Name and Address (with seal)**

**Note :-**

1. The man power will be considered under the **un-skilled category**. Contractor shall provide uniformed and trained personnel and use its best endeavours to provide Security services and other services to the Vidyalaya K.V. No. 1, Bhopal for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges etc. of the agency. The rate quoted will be for per shift of eight hours per person per day.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour law will be treated as invalid.
3. The contract is initially for one year, extendable further on the basis of performance of the firm.
4. The number of manpower required shown above is indicative and the actual quantity may vary.
5. The bidders must quote the rates in Indian Rupees only.
6. **All the columns shall be clearly filled in ink, legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that any change is not possible. No blanks should be left which would be otherwise make the tender liable for rejection. In case of any variation in numbers and words, amount given in words will prevail.**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL:**

- The present tender is being invited for Security Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide security of building, equipments, materials and staff working in Vidyalaya, monitoring and surveillance of the premises.
- The duration of this Contract shall be initially for a period of one year w.e.f. the commencement of the contract, extendable further on the basis of performance of the firm.

### **2. ELIGIBLE BIDDERS:**

- The bidder should have the experience of completion of similar works, in any of the Institutes/Autonomous Institutions/ Universities/Public Sector Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank as follows:-

### **3. QUALIFICATION OF THE BIDDERS :**

- Bidder shall submit a copy of his/her PAN card.
- Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- Bidder shall also submit copy of valid registration certificate issued from Labour Commissioner.
- Bidder shall also submit copy of valid License issued from IG of Police, Law/Order and Security and Controlling authority, M.P. Bhopal.
- Each Bidder is required to confirm and declare on affidavit (Non- judicial) with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the Principal Kendriya Vidyalaya No-1 Bhopal subsequently finds to the contrary, the Vidyalaya reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

### **4. COST OF BID :-**

- The bidder shall bear all costs associated with the preparation and submission of his bid and the Vidyalaya will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

### **5. VISIT TO VIDYALAYA :**

- The bidder is required to provide different services to this Vidyalaya and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder, otherwise it shall be deemed that the contractor has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of the tender documents.

### **6. TENDER DOCUMENTS:**

Contents of Tender Documents: - The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing three different Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Tender form (Technical bid) for providing services
- (c) Price Bid form (Financial bid) for Services
- (d) Terms and Conditions
- (e) Check list for pre qualification bid for Services (Annexure II)

- The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document.

Signature of the bidder along with seal

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Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

- The bidder shall not make or cause to be made alteration, erasure or obliteration to the text of the Tender document.

## 7. CLARIFICATION OF TENDER DOCUMENT

- The bidder shall check the pages of all documents and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the office of Kendriya Vidyalaya, No-1 Bhopal immediately.
- In case the bidder has any doubt about the meaning of anything contained in the Tender document, he/she shall seek written clarification from the Vidyalaya office (only in working days from Monday to Saturday (except Second Saturday) from 10.00 AM to 01.00 PM) before submitting the bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Institute shall be carried out in writing.
- Except for any such written clarification by the Vidyalaya, which is expressly stated to be an addendum to the tender document issued by this Vidyalaya, no written or oral communication, presentation or explanation by any other employee of the Vidyalaya shall be taken to bind or fetter the Institute under the contract.

## 8. PREPARATION OF BIDS

- The bidder shall, on or before the date given in the Notice Invitation to Tender for Services, submit his/her bid in sealed envelopes clearly marked with the name of the Tender.
- The cost of Bid document is Rs. 500/- payable in cash in vidyalaya office or to be paid through bank demand draft in favour of **Vidyalaya Vikas Nidhi Account KV No. 1 Bhopal** payable at Bhopal, (if document is downloaded from website of Vidyalaya) and should be submitted along with Bid form as a demand draft of Rs. 500/- and kept with Form No. 1 (Technical Bid). If form is obtained from the office then enclose a copy of Money Receipt obtained from the office. Tender form can be obtained from the Vidyalaya office (only in working days from Monday to Saturday (except Second Saturday) from 10.00 AM to 01.00 PM).

- The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs. 20,000/- (Rupees Twenty Thousand only) for security, Rs. 20,000/- (Rupees Twenty Thousand only for conservancy services and Rs. 10,000/- (Rupees Ten Thousand only for gardening services)** in the form of an Account Payee Demand Draft only from a scheduled or commercial bank, in favour of **Vidyalaya Vikas Nidhi Account KV No. 1 Bhopal** along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

The tender document shall be addressed to the **Principal, Kendriya Vidyalaya No. 1, Bhopal, Arera Hills, Bhopal-462011** and submitted in the Office of **Principal, Kendriya Vidyalaya No.1, Bhopal**, at the address given in the Tender document by registered post / speed post / courier service / by hand.

- The service charge contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions. **'Nil charges' (Insignificant/unjustified) amount (like service charges quoted in paisa) on any service shall be treated as unresponsive and will not be considered. As per Government of India ministry of finance Letter No. 29(1)2014-PPD, North Block, New Delhi, dated 28.01.2014.**

## 9. BID PRICES:-

Bidder shall quote the rates in Indian Rupees only for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Services at Kendriya Vidyalaya No. 1, Bhopal. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities, like Minimum Wages, ESIC, PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.

Signature of the bidder along with seal

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- The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESIC, PF contributions, wages for leave reserve, service charges, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected
- Conditional bids/offers will be summarily rejected.
- This Vidyalaya is not bound to accept the lowest or any bid and may at any time by notice to the bidders, terminate the tendering process.

#### 10. Submission of Bids:-

- The bidder shall submit the Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly superscribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed '**Tender for Outsourcing Services**'.
- The sealed cover of Technical Bid should consist of the following documents :-
  - (a) Bid Security (Earnest Money Deposit) for an amount of **Rs. 20,000/- (Rupees Twenty Thousand only) for security, Rs. 20,000/- (Rupees Twenty Thousand only) for conservancy services and Rs. 10,000/- (Rupees Ten Thousand only) for gardening services** in the form of an Account Payee Demand Draft only from a scheduled or commercial bank, in favour of **Vidyalaya Vikas Nidhi Account KV No. 1 Bhopal**
  - (b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm /Joint Stock Company/Cooperative Society/HUF and if partnership firm/Joint Stock Company/HUF/Cooperative Society, names addresses and telephone numbers of Directors/Partners also;
  - (c) Self attested copy of PAN No. card under Income Tax Act;
  - (d) Self attested copy of Service Tax Registration Number;
  - (e) Self attested copy of Valid Registration No. of the Agency/Firm;
  - (f) Self attested copy of valid Provident Fund Registration Number;
  - (g) Self attested copy of valid ESIC Registration Number;
  - (h) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
  - (i) Self attested copy of valid Security License issued by IG of Police Law/Order and Security and Controlling Authority, M.P. Bhopal
  - (j) Proof of Average Annual turnover as stated in supported by audited Balance Sheet;
  - (k) Proof of experience supported by documents from the concerned organizations.

#### 11. Other Important Conditions

1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
2. The contract may be valid initially for one year and the Vidyalaya reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to.
3. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs. 20,000/- (Rupees Twenty Thousand only) for security, Rs. 20,000/- (Rupees Twenty Thousand only) for conservancy services and Rs. 10,000/- (Rupees Ten Thousand only) for gardening services** in the form of an Account Payee Demand Draft only from a scheduled or commercial bank, in favour of **Vidyalaya Vikas Nidhi Account KV No. 1 Bhopal** **along with the tender document.**
4. Any Tender not accompanied by Bid Security and cost of form shall be summarily rejected.
5. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
6. Bid security of the successful bidder shall be returned on receipt of Performance Security in the Institute and after signing the contract agreement.
7. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
8. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.

Signature of the bidder along with seal

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9. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Institute, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/ signed and dated by the person or persons signing the bid with rubber stamp.
10. The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.
11. Bids must be received in the Institute at the address specified above not later than the date and time. The Institute may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Institute and the Bidder will be the same. Any bid received by the Vidyalaya after the deadline for submission of bids, as stipulated above, shall not be considered.
12. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Institute along with its photocopies and Institute shall ensure that the contractor complies with the provisions before deploying the employee in this vidyalaya.
13. The Agency shall be entirely responsible and ensure that only persons authorized by the Institute are allowed to operate/repair/maintain the equipments at the Premises and that no such equipment, machinery or any part thereof any property is removed out of the Premises except with the written Permission of the Competent Authority/Owner.
14. The Agency shall be entirely responsible to search persons/vehicles entering and leaving Institute for any material on the body or in possession.
15. The Agency shall be entirely responsible to furnish proactively and periodically security and intelligence information relevant for the security in and around the Premises.
16. The Contractor/Agency shall submit monthly duty chart of persons deployed on work and Supervisors in advance, duly verified by the Work Supervisor/officer in charge to the employer, regularly.
- 17. The Contractor shall employ required no. of persons in the Vidyalaya. If contractor fails to supply the required no. of manpower, Vidyalaya may impose the penalty as deemed fit.**
18. The employer shall release the payment to the agency for providing services of Security, Scavengers and Gardener. If there is any breach of this condition, the employer shall, without prejudice to its other remedies under the contract, impose/deduct penalty @ minimum of Rs. 1,000/- (Rupees One Thousand only) per day per personnel or as decided by the competent authority from its monthly bill.
19. The Agency shall execute the service and discharge their obligations to the entire satisfaction of the employer and in accordance with the directions and specific instructions as may be issued from time to time by the employer or its officer in charge.
20. The Agency shall act diligently and take appropriate action, in case of fire or any other calamity, theft, etc. and to prevent it and further to reduce the damage and keep informed the appropriate authorities.
21. The Agency Person should have the knowledge of operation and up keeping of fire-fighting system, snake catching and equipments of the institute. Smoking and consumption of alcoholic drinks and/or narcotic drugs in the campus and Vidyalaya premises is strictly prohibited. Severe action will be taken if any person is found to violate this, resulting in expulsion from the Vidyalaya. Vidyalaya is a smoke-free zone in the City. Nobody should smoke in the campus/class rooms/toilets/corridors/ terraces etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the Vidyalaya.
22. The Bidder must possess a valid license as contemplated under the Laws and should have an established office at Bhopal since last five years (Please attach proof).
23. The Bidder must be registered under EPF and ESIC regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India.
24. The Bidder must possess a valid Labour License from the Chief Labour Commissioner for specific number required for the contract Labour under Contract Labour (Regulation & Abolition) Act, 1970.
25. The bidder is required to formulate his offer taking into account all statutory Regulations in force regarding wages, other statutory payment and taxes to be paid by him during the whole contract period to the security personnel as well as other Government agencies.
26. Any Financial offer in respect of payment of wages to the security personnel, if found violating the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 or Private Security Agencies (Regulation) Act, 2005 and/or any other statutory requirement mentioned in Bid document shall be liable to be rejected.

27. The bidder shall fill in rates and prices for all items of the Services described in the Bill of Quantities (Financial Bid). Items for which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
28. All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates, prices and total Bid Price submitted by the Bidder.
29. The rates and prices quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.
30. The Bid Security may be forfeited, if
  - a. the Bidder withdraws the Bid after Bid opening during the period of Bid Validity;
  - b. the successful Bidder fails within the specified time limit to
    - i. sign the Agreement or
    - ii. furnish the required Performance Security.
31. Examining and merit listing the Financial Part only those Bids which qualify for the Technical Part will be considered for examination in the Financial Part.
32. The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by post. This letter (hereinafter and in the Conditions of Contract called the letter of Acceptance) will state the sum that the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Services by the Contractor as prescribed in the Contract (hereinafter and in the Contract called the contract Price subject to TDS).
33. **The notification of award will constitute the formation of the Contract subject only to the furnishing of a performance security 10% of contract amount in accordance with the provisions in this document.**
34. The Agreement will incorporate all correspondence between the Employer and the successful Bidder. It will be signed by the Employer and send to the successful Bidder within 15 days following the notification of award along with the Letter of Acceptance. Within 15 days of receipt, the successful Bidder will furnish the performance security and sign the Agreement with the Employer.
35. Bid security will be released to the unsuccessful bidders in due course.
36. Within 15 days of receipt of the Letter of Acceptance, the successful Bidder shall deposit a Performance Security equivalent to 10% of the Contract amount in the Office of the Vidyalaya in the form of DD.
37. The Principal, Kendriya Vidyalaya No. 1, Bhopal reserves the right to terminate the process of bid. The decision of the Tender Committee of this Vidyalaya is final and cannot be challenged in any manner.

## 12. Other conditions for Contract.

1. The Contractor/Agency is a person or corporate body whose Bid to carry out the services has been accepted by the Employer.
2. The Contractor shall employ the security personnel named in the Schedule of security Personnel as referred to in the Contract Document to carry out the functions stated in the Schedule or other personnel approved by the Employer or his nominee. The Employer or his nominee will approve any proposed replacement of security personnel only if their qualifications, abilities, and relevant experience are substantially equal to or better than those of the personnel listed earlier.
4. If the Employer or his nominee asks the Contractor to remove a person who is a member of the Contractor's staff of his work force stating the reasons, the Contractor shall ensure that the person leaves the office on the same day and has no further connections with the work in the contract.
5. All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor & amount of loss will be borne by agency only.
6. Safety - the Contractor shall be responsible for the safety of all activities on the site.
7. (i) The agency shall be directly responsible for the minimum wages, provident fund, bonus or any other benefits as may be available to its employees under relevant acts and regulations applicable in the M.P. State. The Institute shall not entertain any such claim of the person employed by the agency.  
(ii) The Tenderer shall satisfy the Vidyalaya with documentary proof/evidence about the payment made to the persons employed by him in the Vidyalaya premises for which reimbursement claims are preferred.

8. The Contractor shall submit to the Employer or his nominee monthly Bill of the services.
9. The Employer or his nominee shall check the Contractor's monthly Bill within 7 days and certify the amount to be paid to the Contractor after taking into account any credit or debit for the month in question.
10. The rates quoted by the Contractor shall be deemed to be inclusive of the sales tax, VAT, Service Tax and other taxes that the Contractor will have to pay for the performance of this Contract. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the employer on production of documentary evidence.
11. If the contractor fails to provide services of personnel as per the requirement of the employer, the employer shall be at liberty to engage the same from suitable agency/organization or other source and the excess cost incurred on engagement of such deficit personnel shall be recoverable from the contractor.
12. The services are subject to supervision of the authorized representative of Employer. If any irregularity is observed it will entail penalty as defined at penalty clauses as under:
  - a. If there is any breach of this condition, the employer shall, without prejudice to its other remedies under the contract, impose/deduct penalty @ minimum of Rs. 1,000/- (Rupees One Thousand only) per day per personnel or as decided by the competent authority from its monthly bill.  
If the Agency fails to deploy less than 90% of minimum number of personnel to be deployed in a month, as specified in Schedule of Requirement, the employer shall, without prejudice to its other remedies under the contract, deduct from the monthly bill, as liquidated damages/ penalty, a sum equivalent Rs. 1,000/- (Rupees One Thousand only) per person per day for total deficit number of personnel up to 10% of the contract price or as decided by the competent authority.
  - b. The Employer shall have authority to disallow and deduct the salary of three days, as penalty/punishment, of any personnel on duty or otherwise, found under the influence of any drug or intoxicants or found guilty of conduct unbecoming of a personnel or found attempt to claim false attendance or found sleeping, absenting from his duties and shall take such other action as may be required under the circumstances.
  - c. If the agency fails to provide efficient and reliable services either due to deployment of inadequate number of personnel or lack of ability and unsatisfactory services and fails to improve even when so asked, the employer may consider termination of the contract.
  - d. The Employer, if not satisfied with the progress and quality of the services rendered by the contractor under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of performance security.
  - f. In the event of any theft of the material from the premises of the Vidyalaya, the cost of the material to be replaced, and a penalty of 25% of the cost of material replaced will be imposed and this amount will be deducted from the payment of next monthly bill of the agency/firm.
19. The Employer in any circumstance shall not make any advance payment on any account to the contractor under this contract.
20. **Cost of Repairs**  
Loss or damage to the property of the Vidyalaya due to any theft or negligence of the contracting agency (contractor) during the currency of the contract shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.
21. In case, it is found that the Security Guard on duty is sleeping/in alcoholic/drunken condition or absent from duty on surprise check by the officers of the Vidyalaya, the contract, may be terminated with immediate effect or penalty will be imposed as decided by the Employer.
22. The contract may be terminated by giving one month notice by the contractor or payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, the employer can terminate the contract with immediate effect.
23. If the Contract is terminated, the Contractor shall not stop service immediately, he has to make the site safe and secure and leave the site as soon as it is reasonably possible.
24. In the event of termination by the employer, the security Deposit of the contractor shall be forfeited and balance period of services contract shall be undertaken at the risk and cost of the agency, till the new contract will be executed.

25. The Contractor/agency shall provide and ensure that the security personnel employed by them always wear proper uniform as prescribed by the Contractor and shall ensure that the guards are smartly turned out at all times.
26. The Contractor shall provide and ensure all such amenities/implements/ kits to the security personnel as are required for a smooth and efficient execution of the duties of round the clock safety and security of the Vidyalaya and its premises.
27. **The Security Personnel deployed by the agency/firm/contractor will be provided with materials like uniforms (pant, shirt, P-Cap, whistles, belt, I-Card, shoes, sweater (during winter season), lathis, whistles, torches etc. to carry out the security related work by effectively the Security Agency. Walkie-Talkie or mobile phone should also be provided by the Security Agency to Security Guards deployed for security & safety purpose for their inter-communication during duty. Apron (bearing printed name "HOUSE KEEPING STAFF") to the house keeping staff.**
28. **The Security Agency must provide to the personnel deployed in the Vidyalaya necessary mobile communication system at all duty points/beats at the contractor's cost and working mobile numbers is to be submitted to the vidyalaya.**
29. Bill should be prepared and submitted by the agency in two copies along with the attendance sheet duly verified by officer in charge on day to day basis.
30. The Agency shall maintain proper account of payments including statutory benefit being given to the personnel engaged in the Vidyalaya. Agency should also submit the proof of payments and statutory benefits being given to the personnel of previous month along with running monthly bill.
31. That the Contractor shall deposit service tax and EPF/ESIC contribution and submit the photocopies of the challan/ returns of previous month along with running monthly bill.
32. The Contractor will make the payment of wages to the personnel adhering to all statutory requirements such as Minimum Wages, provisions for Provident Fund, ESIC or any other obligations.
33. **The Contractor will make the payment of wages to the Personnel by transfer of funds from the account of the Contractor to the Account of the personnel deployed by the agency/firm. No cash transaction will be made at any point (i.e. advance or emergency payment). Copy of Bank statement of the Personnel deployed by the Firm/Agency/Contractor should be enclosed with the bills for payment to Vidyalaya as a proof of payment to them.**
34. The Contractor will furnish a self-certified lists of such transfer of funds to the accounts of the personnel along with the self-endorsed copies of payments made towards their EPF contributions, ESIC contributions, Payment of Bonus paid or any other statutory obligations to the employer.
35. The Employer reserves the right to terminate or cancel the contract any time without assigning any reason. However, if contractor would like to quit and terminates the contract he/she has to give three months' notice in advance.
36. The Security Guards have to perform the duties of opening and closing of the Office Rooms/Class Rooms etc. in due time or as directed by the Competent Authority.
37. Any other related duties as assigned by the competent authority are to be performed.
38. **In case of any dispute, the decision of the Competent Authority of Kendriya Vidyalaya No. 1 , Bhopal based on the Tender Evaluation Committee (TEC) shall be final and binding to all the Tenderers and cannot be challenged in any manner.**
39. The rates for the above said work is inclusive of all charges and shall remain firm during execution of work. No price escalation whatsoever shall be payable.
40. The taxes like income tax, service tax etc. and levies as applicable shall be deducted at source and will have to be borne by the contractor. The service tax shall be reimbursed to the agency on production of documentary proof of deposit.
41. The final bill of the work shall only be released after submission of proof of deposit of provident fund etc. by the contractor for his employees/ workman.

42. **The contractor shall disburse the monthly salary to the personnel engaged by him on or before 7<sup>th</sup> of every month or on next working day in case of holiday on 7<sup>th</sup> of month. With the disbursement of salary on the mentioned date, the contractor shall also provide to the respective engaged personnel monthly salary slip and the details of the amount of PF deposited (both employees and employers contribution) in the EPF in their respective names. The contractor shall be required to submit one copy of Challan of EPF deposition to Kendriya Vidyalaya No. 1, Bhopal showing the name of the employees and duly verified by the contractor along with the monthly bill.**
43. **The contractor shall submit the personal details of each deployed personnel and supervisor along with identity proof verified their character, antecedents from police station to this Vidyalaya within 10 days from the issue of letter of award of work. Any changes in the personnel deployed must be communicated to the Principal KV. No. 1 Bhopal or designated officer along with all documents related to that personnel.**
44. All legal cases subject to Bhopal Court Jurisdiction.

Signature of the bidder along with seal

**KENDRIYA VIDYALAYA NO. 1, BHOPAL  
ARERA HILLS, BHOPAL (MP) -462011**

**SCOPE OF WORK OF THE CONTRACTOR**

The contractor shall have to provide the Security, House keeping (Conservancy) & Gardening services in the Vidyalaya. The contractor shall ensure protection of the personnel and property of the Vidyalaya, prevent trespass in the assigned area without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of street dogs and stray cattles and anti-social elements, unauthorized persons and vehicles into the Vidyalaya building and its campus including Shikshak Sadan.

**DUTIES AND RESPONSIBILITY OF SECURITY STAFF :**

1. The Security Guards will be responsible for overall security arrangement of the concerned Vidyalaya covered in the contract.
2. Security Guards will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned Vidyalaya.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. The officers and staff of the Vidyalaya will keep the Identity cards with them got checking and allowing entry by the security personnel.
6. Deployment of Guards will be as per the instructions of the authorities of the Vidyalaya and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
7. The Security Guard will also take round of all the important and sensitive points of the premises as specified by the Vidyalaya.
9. Security personnel shall also ensure door keeping duties.
10. The Guards on duty will also take care of vehicles, like cars/scooters/motor cycles/bicycles etc. parked in the premises of the Vidyalaya and including outside at the wall.
11. Entry of the street-dogs and stray cattle's into the premises is to be prevented. They should be at once driven out.
12. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in open all over the premises.
13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle's.
14. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
15. In emergent situations, security staff deployed shall also participate as per their role defined in the disaster plan, if any, of the Vidyalaya. Guards/Supervisors should be sensitized for their role in such situations.
16. The Security Guards are required to show matured behaviour, especially towards female staff and female visitors.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. Any other provisions as advised by the Vidyalaya may be incorporated in the agreement. The same shall also be binding on the contractor.

## **DUTIES AND RESPONSIBILITY OF CONSERVANCY STAFF :**

1. Daily work from 07.00 AM to 04.00 PM or as may be decided by Kendriya Vidyalaya No. 1, Bhopal. Sweeping of entire area of the Vidyalaya / Office building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the Principal.
2. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening of Vidyalaya and thereafter every 3 hours specially in the area like corridors, stairs and reception etc. Spray of disinfectants etc. in the class rooms for keeping the class rooms free from mosquitoes, flies etc.
3. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants (atleast thrice in a day) once in the morning, again after the lunch break and after the school hours or as may be specified by the Principal.
4. In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
5. Sweeping and cleaning of open areas, roads, passage, lawns etc. within the campus / boundary of the Vidyalaya.
6. Regular dusting / cleaning of furniture (tables and chairs) and equipments, telephones, books cases, filing cabinets, water coolers, computers, carpets, durries, almirahs etc. and doors and windows in rooms. All other rooms and other spaces of the Vidyalaya every day before opening of the Vidyalaya.
7. Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls / cakes and odonil cakes in urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each wash basin in the Vidyalaya (Material provided by the Vidyalaya).
8. The choking of the sanitary installations e.g. Traps, Bottle traps, and gully traps etc. is to be cleared within 24 hours of noticing of the complaint.
9. All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

## **DUTIES AND RESPONSIBILITY OF GARDENING STAFF:**

1. Watering the plants daily, cleaning of garden, cutting of small plants as per the directions of Principal/ or associate staff of Kendriya Vidyalaya No. 1, Bhopal for proper maintenance of the garden, park, removing shrubs, grass and other unwanted plants in other area of Vidyalaya campus and its surroundings as per the instructions given by principal or other delegated authorities of this Vidyalaya.

## ANNEXURE -I

**KENDRIYA VIDYALAYA NO. 1, BHOPAL  
ARERA HILLS, BHOPAL-462011**

**CHECK LIST FOR PRE-QUALIFICATION BID FOR OUTSOURCING SERVICES**

Sl. No.	Documents asked for	Write YES or NO	Page number at which documents is placed
1.	Bid Security (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) for Security, Conservancy Services and Gardening in the form of Demand Draft in favour of <b>Principal, Kendriya Vidyalaya No. 1, Bhopal</b> and a demand draft of Rs. 500/- for the cost of tender form, if form is downloaded from website of the Vidyalaya.		
2.	One self attested recent passport size photograph of the Authorized person of the firm/agency with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name, designation, address and office telephone numbers of Directors /Partners also.		
3.	Self attested copy of the PAN card issued by the Income Tax authorities with copy of Income Tax Return of the last three financial year.		
4.	Self attested copy of Service Tax Registration No.		
5.	Self attested copy of valid Registration number of the firm/agency.		
6.	Self attested copy of valid Employees Provident Fund Registration number.		
7.	Self attested copy of valid ESIC Registration No.		
8.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.		
9.	Proof of valid Security License issued by IG of Police Law/Order and Security and Controlling Authority, M.P. Bhopal.		
10.	Proof of experiences of last three financial years as specified in clause 2 of the tender along with satisfactory performance certificates from the concerned employers.		
11.	Undertaking to strictly adhere to the Terms and Conditions of Agreement that the contractor/ bidder/firm is NEVER blacklist till date by any organization. The authority may cancel the contract forthwith in the event of any breach of contract and to forfeit the security deposit. (On Non Judicial Stamp Paper).		
12.	Any other documents, if required.		

Signature of the Bidder  
Name and Address of the Bidder)

Signature of the bidder along with seal

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**EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS**

The work will be awarded to the L-1 agency (Comparative chart will be prepared on the basis of rates).

In case of total amount quoted by firms has a difference upto rupee "one" in financial bid decision of Tender Evaluation Committee (TEC) for finalize the tender at that time will be final. Committee will take decision to finalize the tender without giving any justification to anyone & decision of Tender Evaluation Committee (TEC) of Kendriya Vidyalaya No. 1, Bhopal cannot be challenged in any manner and also be abide by all the Tenderers. List of articles required per month for Cleanliness in Vidyalaya (for Charges including materials)

क्रमांक	सामग्री	मात्रा
1.	फूल झाड़ू (medium)	10 नग
2.	सीक झाड़ू (medium)	05 नग
3.	लगगा झाड़ू सीक	10 नग
4.	फिनाइल सफेद (ISI mark)	30 लीटर
5.	काला फिनाइल (ISI mark)	25 लीटर
6.	Floor Wiper (3.5ft Pipe-2cm Dia with plastic holder on top, Wiper 40cm X 6cm)	03 नग
7.	Dry/Dust mop refill (75 cm)	05 नग
8.	ड्राय मोप	08 नग
9.	Floor (Rough Texture) Dusters (24*24)	25 नग
10.	चेक डस्टर	25 नग
11.	Detergent powder (Branded)	10 kg
12.	Liquid Toilet Cleaner	10 लिटर
13.	एसिड (ISI mark)	10 लिटर
14.	फिनाइल गोली (ISI mark)	10 पैकेट(500 gm each)
15.	Wet Mop Refill-	05 नग
16.	Dust pan/Supdi – 22cm front with Handle	08 नग
17.	हैंड वाश (atleast 60TFM)	25 लीटर
18.	Wet Mop Clip (15cm bracket with pipe holder and round fastener on top to hold pipe)	04 नग
19.	Abrasive Cleaning Pads – 100mm X 150mm (pack of 4)	04 नग
20.	Toilet/Hockey Brush	10 नग
21.	Chock-Up Pumps Round base -14cm, with 55cm handle	02 नग
22.	बर्तन धोने का साबुन	02 नग

Signature of the bidder along with seal

Signature of the Bidder  
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क्रमांक	सामग्री	(Name and Address of the Bidder) मात्रा
23.	Hand Sanitizer (50 ML.)	10 No.
24.	Toilet Air Freshner Blocks	100 Pcs
25.	Surf	02 Kg
26.	PVC Doormat Green Plastic 4 X 6	20
27.	Room Freshner 300 ml of different fragrance (Branded)	20 PCS
28.	Thinner	1 Ltr
29.	Floor Polish Wax (400 gm)	2 No.
30.	Anti Termite Chemical 500 ml with Pump	2 No.
31.	Dustbin (12 Ltrs ) with Lid	5 No.
32.	Plastic Mug (Medium)	40 No.
33.	Cob web Remover	2 No.
34.	Scrubbing Brush	2 No.
35.	Water spray PVC Water Pipe(15 Mtr) with Nozzel/ Jet	2 No.
36.	Dustbin Plastic for Class Room with lid	25 No.
37.	Toilet Paper Roll	05 No.

Signature of the Bidder  
(Name and Address of the Bidder)

**Financial –Bid -1****FORMAT OF BID FOR CONSERVANCY SERVICES**

Sl. No.	Category of Manpower	No. of Manpower	1. Unit Monthly Remuneration	EPF Rate (as per Govt. rules)	ESI Rate (as per Govt. rules)	Service Charges including overhead for mobile & others as mentioned earlier at page-13 point 12(27 &28) and profit (mention amount in Rupees and percentage of amount of col. - 4)(these two should tally each other	Monthly Unit Rate (Col. 4+5+6+7)	Total Monthly Cost (Col. 8 x No. of Manpower)	Cleanliness material charges (Material will be supplied by agency per month in Vidyalaya in the beginning of every month )	Grand total of Column 9 & 10 (in Rs.)
1.	2.	3.	4.	5.	6.	7.	8.	9.	10. (See material required per month at page -17 Annexure-III)	
1.	Conservancy Services (Sweeping and Cleaning)	06 + 01								

**Note :-**

- Where both Central and State Government has fixed the minimum rates of wages, the rate of wages whichever is higher will be applicable. In any case not less than the minimum wages approved by the Govt. will be paid.
- Payment of Service Tax is exempted under section 93(1) of the Finance Act, 1994 (Circular No. 172/7/2013-ST Govt. of India, Ministry of Finance, Department of Revenue, Central Board of Excise & Customs, Tax Research Unit Order No. B1/14/2013-TRU dated 19/09/2013.
- Tax Deducted at Source (TDS) / Other Taxes will be deducted as per Govt. Rules.
- In case of discrepancy between Unit Price and Total Price, the Unit Price shall prevail.

We agree to provide the above services of Manpower and to abide by the terms and conditions contained in the Bid documents and also agree to enter into the agreement in the format enclosed. Bid Security is furnished herewith the following details :-

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) vide Bank Draft No. \_\_\_\_\_  
dated \_\_\_\_\_ drawn on \_\_\_\_\_ for \_\_\_\_\_ Services.  
( Bidder )

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date and Time \_\_\_\_\_

Signature of the bidder along with seal

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**Financial –Bid -2****FORMAT OF BID FOR ROUND THE CLOCK SAFETY & SECURITY SERVICES**

Sl. No.	Category of Manpower	No. of Manpower	Unit Monthly Remuneration	EPF Rate (as per Govt. rules)	ESI Rate (as per Govt. rules)	Service Charges including overhead for mobile & others as mentioned earlier at page-13 point 12(27 &28) and profit (mention amount in Rupees and percentage of amount of col. - 4)(these two should tally each other	Monthly Unit Rate (Column 4+5+6+7)	Total Monthly Cost (Col. 8 x No. of Manpower)
1.	2.	3.	4.	5.	6.		8.	9.
1.	Security Guard (without Arm)	06 + 03						

Note :-

1. Where both Central and State Government has fixed the minimum rates of wages, the rate of wages whichever is higher will be applicable. In any case not less than the minimum wages approved by the Govt. will be paid.
2. Payment of Service Tax is exempted under section 93(1) of the Finance Act, 1994 (Circular No. 172/7/2013-ST Govt. of India, Ministry of Finance, Department of Revenue, Central Board of Excise & Customs, Tax Research Unit Order No. B1/14/2013-TRU dated 19/09/2013.
3. Tax Deducted at Source (TDS) / Other Taxes will be deducted as per Govt. Rules.
4. In case of discrepancy between Unit Price and Total Price, the Unit Price shall prevail.

We agree to provide the above services of Manpower and to abide by the terms and conditions contained in the Bid documents and also agree to enter into the agreement in the format enclosed. Bid Security is furnished herewith the following details :-

1. Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ for \_\_\_\_\_ Services.

( Bidder )

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date and Time \_\_\_\_\_

Signature of the bidder along with seal

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**FORMAT OF BID FOR MALI (GARDENER) SERVICES**

Sl. No.	Category of Manpower	No. of Manpower	Unit Monthly Remuneration	EPF Rate (as per Govt. rules)	ESI Rate (as per Govt. rules)	Service Charges including overhead and profit (mention amount in Rupees and percentage of amount of col. - 4)(these two should tally each other)	Monthly Unit Rate (Column 4+5+6+7)	Total Monthly Cost (Col. 8 x No. of Manpower)
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	<b>Gardener</b>  <b>Unskilled worker</b>	01						

Note :-

- Where both Central and State Government has fixed the minimum rates of wages, the rate of wages whichever is higher will be applicable. In any case not less than the minimum wages approved by the Govt. will be paid.
- Payment of Service Tax is exempted under section 93(1) of the Finance Act, 1994 (Circular No. 172/7/2013-ST Govt. of India, Ministry of Finance, Department of Revenue, Central Board of Excise & Customs, Tax Research Unit Order No. B1/14/2013-TRU dated 19/09/2013.
- Tax Deducted at Source (TDS) / Other Taxes will be deducted as per Govt. Rules.
- In case of discrepancy between Unit Price and Total Price, the Unit Price shall prevail.
- Rate for Gardener should be minimum wages rate mentioned for unskilled worker not for person deployed for agriculture work.**

We agree to provide the above services of Manpower and to abide by the terms and conditions contained in the Bid documents and also agree to enter into the agreement in the format enclosed. Bid Security is furnished herewith the following details :-

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ for \_\_\_\_\_ Services.  
( Bidder )

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date and Time \_\_\_\_\_

