



केन्द्रीय विद्यालय बालीगंज

KENDRIYA VIDYALAYA BALLYGUNGE

(Under Ministry of Education, Govt. of India)

बालीगंज सैन्य शिविर, बालीगंज सर्क्युलर रोड, कोलकाता -700019

Ballygunge Maidan Camp, Ballygunge Circular Road, Kolkata-19

(033) 24865171, CBSE Affiliation No. 2400018, School Code: 19207

Web.: <https://baligunge.kvs.ac.in>, E-mail: kvballygunge2019@gmail.com

No. 25089/KVB/2019-20/

Date: 25.09.2020

Sub.: "Inviting" Bid for outsourcing of Security, Conservancy and Gardening Services.

Sir / Madam,

Kendriya Vidyalaya Ballygunge under Kendriya Vidyalaya Sangathan, 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 KV Ballygunge from the reputed / registered consultant / service provider / Firm for providing Manpower through service contract initially for a period of 01 (One) Year w.e.f. **01.11.2020**, which may likely to be extended, as indicated below.

Sl. No.	Category of Manpower	Nos.	Minimum qualifications and experience
1	Security Person	03+01	Experienced persons with competence in Bengali and Hindi
2	Conservancy & Gardening Staff	05+01	Experienced persons with competence in Bengali and Hindi.

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

Sl. No.	Category of Manpower	Responsibilities
1	Security Person	Round the clock security arrangement of the entire building / premises. The agency will be held responsible for any loss of property of this Vidyalaya for negligence of duties of the person engaged by them.
2	Conservancy & Gardening Staff	Conservancy arrangement with cleaning materials & gardening during the Vidyalaya / office hour. The duty of the person engaged in the service will start one hour before the scheduled Vidyalaya / office time.

3. Quoted Price:

- The Bidder shall quote unit rate which shall comprise of monthly remuneration (26 days), OTA rate, EPF & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure-A).
- Hourly rate of OTA should not exceed monthly remuneration.
- 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.
- Correction, if any, shall be made by crossing out, initialing, dating and rewriting.
- The bidder shall deposit Rs. 25,000/- in the form of Multicity Cheque / DD valid for 135 days after the date of submission of bids in favour of Kendriya Vidyalaya Ballygunge VVN Account payable at Kolkata as Earnest Money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of contract.
- The selected firm has to furnish performance security in the form of Multi City Cheque / DD for an amount of Rs. 1,50,000/- valid for fourteen months from the date of award of the contract. The performance security shall be submitted within 10 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.

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. Eligibility:

- a) The Bidder should have the experience of providing similar work during last 10 years in any of the Central/State Departments/PSU/Educational Institute/Local Bodies etc, proof of this effect to be attached for at least 03 organizations.
- b) The Agency should submit a declaration for not being blacklisted by any govt. or other organizations.
- c) The Agency should have valid Security License issued by Home Department.
- d) The Company/Firm should have Trade License for undertaking the job.
- e) The Company/Firm should comply with the provisions as provide under Labour Laws.
- f) The Company/Firm should have its registered/well established office(s) at Kolkata.
- g) The Company/Firm should have rendered satisfactory service in the field to reputed organizations for at least five years.
- h) The Company/Firm should have infrastructure strong enough to meet the requirement of KV Ballygunge

7. Terms & conditions:

- a) **The remuneration to the workers shall be disbursed by the contractor through e-payment by NEFT/RTGS and the NEFT/RTGS details are to be submitted to KV.**
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to KV Ballygunge as per monthly remuneration and OTA charges quoted without any deduction.
- c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the KV Ballygunge supported with the following documents:
 - i) Details of disbursement made to the staff furnishing NEFT/RTGS details for each payment.
 - ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax should be submitted within by 15th of every month.
- d) The Contracting agency will be released payment within 15 days from the date of receipt of the invoice and documents stated at 5(c) i) & ii).
- e) The Contracting agency will provide the Identity Card to all its employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- f) The Contracting agency shall provide the Police Verification Certificate (Character and Antecedent Certificate) of the persons engaged for the assigned job before actually sending them for work, after the award of the contract.
- g) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the indenter / Client.
- h) The normal School hour of KV Ballygunge is from 7.30 a.m. to 1.40 p.m. for six days from Monday to Saturday but services required for 08 Hrs or as per duty hours prescribed by Labour Law. Conservancy and Gardening Services are required from Monday to Saturday.
- i) In case of absence of any working day, the monthly remuneration will be regulated as per the following formulae:

Total Monthly Remuneration = Monthly remuneration – A1

$$\text{Where } A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

The candidates / Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV Ballygunge. 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 KV Ballygunge. 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 KV Ballygunge shall be made within 24 hours.

- j) The Contracting Agency will be required to sign a contract with KV Ballygunge as per Model Contract enclosed for ready reference. The Other terms and conditions specified in the Bid document and accepted Bid will also form the part of the Model Agreement.
- k) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KV BALLYGUNGE reserve the right to claim and recover damages from Contracting Agency.

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 and conditions in the following manner.

The bid will be

- a) Self attested copy of Registration of the firm.
- b) Self attested copy of valid Labour License.
- c) Self attested copy of valid Trade License.
- d) Self attested copy of License/renewal of License from Home Department.
- e) Self attested copy of Annual Return of EPF & ESI with challans of last 02 years
- f) Declaration on Non-Judicial Stamp paper that all information given in the tender is authentic and absolutely true as given below.

DECLARATION

It is certified that I/we _____ shall be responsible for correct deposit of EPF & ESI as per rules and submit the same with monthly bills. The details submitted for tender is absolutely correct and authentic as per Laboaur Law. I/We will be responsible for incorrect informtions and discrepancies in future.

- g) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 5 (Five) years.
- h) Audited Balance Sheet & Profit and Loss Accounts.
- i) List of Client during last 3 years along with cost of assignment.
- j) PAN No. and current IT clearance certificate.
- k) Attested copy of proof of EPF registration.
- l) Attested copy of proof of ESI registration.
- m) Attested copy of GST registration.
- n) Attested copy of EWF registration.
- o) The bidder shall deposit Rs. 25,000/- in the form of Multicity Cheque / DD valid for 135 days after the date of submission of bids in favour of **Kendriya Vidyalaya Ballygunge VVN Account** payable at Kolkata as Earnest Money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of contract.
- p) Remuneration of staff, quoted below minimum wages in violation of rates applicable as per orders of W.B./Central Govt. rates, whichever is higher, shall render the Bid disqualified for evaluation. Any deviation of Govt. of India instruction shall be treated as automatic rejection of the tender submitted by the contractor and shall stand void ab-initio.
- q) As and when the rates will be revised by the W.B./Central Govt., as the case may be, the revised rates will be payable by KV BALLYGUNGE with effect from the date of the order of Govt. is given effect to.

- r) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

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 as per Para-7.
- b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para-1 above.
- c) The Indenter prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d) Notwithstanding the above, the Indenter reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.


10. Last date and time of receipt of Bids:

You are requested to submit the sealed bids super-scribed on the envelopes as "Bids for providing Security / Conservancy & Gardening Services in KV Ballygunge on Service Charge basis" due on 12.10.2020 (date) latest by 2.00 p.m.

11. Date of opening of Bids will be intimated to the bidders through e-mail / phone, hence envelope of the submitted bid should bears valid E-mail ID and Phone / Mobile number.

The indenter looks forward to receive the Bids in the format of Bid attached only and appreciate the interest of the service provider in KV Ballygunge.

Yours faithfully,


Principal
(for & on behalf of KV)

प्राचार्य / Principal
केन्द्रीय विद्यालय, बालीगंज
Kendriya Vidyalaya, Ballygunge
कोलकाता / Kolkata-19

FORMAT FOR BID

Sl. No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service Charges including overhead and profit	Monthly Unit (Col. 4+5+6+7)	Unit OTA rate per hour	Total monthly cost (Col. 9 x 3)
1	2	3	4	5	6	7	9	10	11
1	Security								
2	Conservancy								
3	Gardening								

NOTE: 1. Tax, if any, shall be quoted separately.

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

We agree to provide the above service manpower and to abide by the terms & conditions constrained in the Tender document and also agree to enter into the agreement in the format enclosed. Bid security of **Rs. 25,000/- (Rupees Twenty-Five Thousand)** only is furnished vide Bank Draft / Multicity Cheque No. _____ dated _____ drawn on _____.

(Bidder)

Signature: _____

Name: _____

Date & time: _____