



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, बंगलूर-42

केन्द्रीय विद्यालय संगठन

क्षेत्रीय कार्यालय, के. कामराज मार्ग, बंगलूर-42

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE

(An Autonomous Body, Under Ministry of Education, Govt. of India)

K. Kamaraja Road, Bengaluru-560 042. Ph:080-25543757(DC) 25566360/25301227

Website: <https://robangalore.kvs.gov.in/> Email: adminkvsbgr@gmail.com

निविदा नोटिस

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, बंगलूर सीलबंद निविदाओं को दो बोली प्रणाली (यानी तकनीकी और वाणिज्यिक बोली) में आमंत्रित करता है। गृह व्यवस्था और सुरक्षा सेवाएं प्रदान करने की आपूर्ति के लिए निविदा दस्तावेज इस कार्यालय से कार्य समय 09.00 बजे से 15.00 बजे के दौरान प्राप्त किए जा सकते हैं। डीडी / नकद के रूप में रु- 500/- के भुगतान पर निविदा दस्तावेजों की लागत, जो गैर-वापसी योग्य है, प्राप्त किए जा सकते हैं। निविदा दस्तावेजों को के.का. बंगलूर वेबसाइट: (<https://robangalore.kvs.gov.in/>) पर से भी डाउन लोड किया जा सकता है। डी डी बंगलूर में देय के.वि.सं आर ओ फंड खाते के पक्ष में तैयार किया जाना होगा। निविदा लेने वाली फर्म / संबन्धित पक्ष का पंजीकरण जी एस टी नंबर, ई पी एफ, ई एस आई आदि और आउटसोर्सिंग के क्षेत्र में नवीनतम आयकर निकासी प्रमाणपत्र और अनुभव होना चाहिए के वि सं के.का. बंगलूर को सीलबंद निविदा जमा करने की अंतिम तिथि 07.10.2020 शाम 16.30 बजे है।

दिनांक 16.09.2020

बंगलूर

उपायुक्त



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, बंगलूर-42

केन्द्रीय विद्यालय संगठन

क्षेत्रीय कार्यालय, के. कामराज मार्ग, बंगलूर-42

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Website: <https://robangalore.kvs.gov.in/> Email: adminkvsbgr@gmail.com

TENDER NOTICE

The Kendriya Vidyalaya Sangathan, Regional Office, Bengaluru invites Sealed Tenders in two bidding system (i.e. Technical and Commercial bidding) from the reputed and experienced outsourcing agencies for providing Housekeeping and Security Services for Regional office. The tender documents should be obtained from this Office during working hours 09.00 Hrs to 15.00 Hrs on payment of Rs.500/- towards cost of tender documents in the form of DD/Cash which is non refundable. The tender form can also be down loaded from our Website (<https://robangalore.kvs.gov.in/>). The DD should be drawn in favour of KVS RO Fund account payable at Bengaluru. The firm/concern participating in the tender should possess Registration, GST No., EPF, ESI etc. and latest Income Tax clearance certificate and experience in field of outsourcing contact. The last date for issue of tender documents and submission of sealed tender to the KVS RO Bengaluru is **07.10.2020 upto 16.30 Hrs.**

Date: 16.09.2020

Bengaluru

DEPUTY COMMISSIONER



☎ 080-25543757(DC)

25566360/25301227

F A X: 080-25578487/25514054

ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ಸಂಘಟನೆ, ಕ್ಷೇತ್ರೀಯ ಕಾರ್ಯಾಲಯ, ಬೆಂಗಳೂರು-೪೨

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, के. कामराज मार्ग, बेंगलूर-42

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE

(An Autonomous Body, Under Ministry of Education, Govt.of India)

K. KAMARAJA ROAD, BENGALURU- 560 042

Website: <https://robangalore.kvs.gov.in/>

Email:admnkvsbgr@gmail.com

F.13029/Security/2020-21/RO/BGR/Admn/

Date : 16.09.2020

PART-1

NOTICE INVITING TENDER AND

TERMS & CONDITION

Sealed tenders are invited from the registered reputed/registered/Service Provider firm for Manpower through service contract initially for a period of 01 (one) year w.e.f. **01.12.2020** , which may likely to be extended further one/two years subject to satisfactory services. The details of requirement are given below : -

Sl.No.	Category of Manpower	Nos.	Minimum qualifications or /and experience
1	Security Guard without Arm	3 (Three)	Skilled with experience in Security Services and should know read and writing

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

Sl.No.	Category of Manpower	Responsibilities/ Scope of Work
1	Security Guard without Arm	Round the Clock Security Services for Regional Office Campus

The tender document containing all the descriptions /specifications for providing Manpower through service contract for Regional Office and terms and conditions may be obtained from **Kendriya Vidyalaya Sangathan, Regional Office, K.Kamaraja Road, Bengaluru-560 042** by paying Rs 500/- (non-refundable) in cash or DD drawn in favour of **KVS RO Fund A/c., Bengaluru** payable at **Bengaluru** on or before **07.10.2020** by **1630 hours**. The form can be downloaded from the website of the office <https://robangalore.kvs.gov.in/> for use by the bidders. The cheque will not be accepted from the firm's /Agencies. The firm's /Agencies are also required to carry adequate financial status with an annual turnover of **Rupees ten lacs** or above per year for the last 2 years and solvency status of the **Rupees Three lakhs** from their bankers.

As per the tender document there shall be two types of bids namely **Technical bid and financial bid**. The technical bid and Financial bid should be sent in separate sealed envelope mark as "A" and "B" respectively addressed to **The Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, K.Kamaraja Road, Bengaluru -560 042**. The technical bid should accompany the earnest money deposit of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in the form of account payee DD/ Bankers cheque of any scheduled bank in the favour of **"KVS RO Fund A/c, BENGALURU"** payable at **Bengaluru**. The tenders containing technical bid and commercial bid in separate envelopes as above should be put in single envelop and sealed in an outer cover (Bigger Envelop) super scribed as **"Tender for PROVIDING SECURITY GUARD FOR REGIONAL OFFICE CAMPUS-2020-21"** opening due on **08.10.2020** at **15.00 hours** and address to **The Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, K.Kamaraja Road, Bengaluru - 560 042**. The tenders will be received up to **1630 hours on or before 07.10.20**. The tender received after stipulated date and time shall not be considered and liable to be rejected.

The technical bids in Envelope "A" will be opened on **08.10.2020** at **1500 hours** in the presence of the representative of the bidders, who wish to be present, in the chamber of **The Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, K.Kamaraja Road, Bengaluru -560 042**. The financial bid (i.e. Commercial bid) will be opened separately on **09.10.2020** at **1100 Hrs**. Tenders not confirming to the requirements mentioned above and as laid down in the terms and conditions or not accompanied by earnest

money are liable to be rejected. All pages of the tender should be signed by the bidder with seal. The technical and financial bid should be duly filled in and submitted in original. The writing should be clear and legible. Where figures are furnished the same are to be written in words also within brackets. All columns in the tender documents should be filled up. Attach separate sheets wherever necessary.

1. Description of work: - Providing Security Guard for Regional Office - 2020-21
 2. Volume of work specification of the items : Providing Round the Clock Security Guards for RO Campus.
 3. Owner :- **Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, Bengaluru-42.**
 4. Earnest Money Deposit :-Rs 50,000/-(Rupees Fifty Thousand Only) (by Demand draft/Pay Order favoring **"KVS RO Fund A/c, BENGALURU "** Payable at **Bengaluru.**
 5. Time Period of Contract:- One year from the date of awarding Contract.
 6. Performance of security deposit:- 10% of the total contract value.
 7. Scheduled of submission of tender Date Up to **1630 hrs** on **07.10.2020.**
 8. Opening of Technical bid on **08.10.2020** at **15.00 Hrs** at **KVS RO Bengaluru.**
 9. Opening of Financial bid on **09.10.2020** at **11.00 hrs.**
- Submission of sealed envelope of tender containing technical and commercial bid will be as follows

Part 1 Terms and conditions:- To be submitted by the bidders with the technical bid after signing each and every page indicating the acceptance of all the terms and conditions.

Part 2 Technical bid:- To be submitted in original completed in all the respect along with documents to be attached after duly self attested.

Part 3 Financial bid forms:- To be submitted in original as completed in all respect .

- a. The terms and condition as prescribed in part 1 and Technical bid in part 2 of the tender document to filled in original and should be sealed in a separate Envelope "A".The technical bid should be super scribed as "Technical bid Envelop opening due on **08.10.2020** at **15.00 hours**". (Envelop "A")
- b. The financial bid as prescribed in part 3 of the tender document should be filled in original and sealed in separate envelope "B" .The commercial bid Envelope be super scribed as commercial bid envelope "B".
- c. The tender comprising the technical and financial bid should be signed by all the partners in case of partnership firm and by managing directors, in case of private / public limited firm.
- d. The bid must be unconditional and in the format given in the tender document. Both the envelopes marked with (i) Technical bid-Envelope "A" (ii) Financial bid-Envelope B should then be put in a single outer bigger envelope, sealed and addressed to the **The Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, K.Kamaraja Road, Bengaluru - 560 042** and subscribed tender for providing Security Guard Services opening due on **08.10.2020** at **15.00 hours**.
- e. **The technical bid shall be opened first and evaluated. The financial bid will be opened for the firms which qualify in the technical bid evaluation.**

Term and condition

1. This document states the complete information of date of submission and opening of tenders, period allowed for the work etc.
2. The tenders shall be deemed to have studied the details of services to be made within the time schedule attached and to have acquainted him/them with the condition attached. The bidders / their representatives are permitted to be present at the time of the opening of the tenders.
3. The tenders shall quote rates unit rate which shall comprise of monthly remuneration OTA rate, EPF, ESI & other statutory costs and Service Charges(including profit and administrative charges) in the format of quotation only attached (Part-III). Incomplete and conditional tenders are liable to be summarily rejected. However, the undersigned reserves the right to be decided on such a matter in in the interest of the Sangathan, if felt necessary.

4. The rates quoted by the contractor shall hold good and valid up to One year, which may be extended for one/two more years subject to maximum 2 years based on the performance and mutual agreement/consent. Increase in the rates of minimum wages and statutory obligations ect.during the period of execution of the contract will be accepted.
5. There should not be any overwriting or corrections in the tenders. If the figure is required to be amended. It should be neatly scored out the revised figure written above and the same attested with signature and date otherwise their tender will be liable for summarily rejection.
6. It would not be binding upon the authority to accept the lowest tender the authority reserve the right to accept the tender in whole or in the part as may be decided. Any dispute shall be subject to the jurisdiction to appropriate honorable court at Bengaluru only.
7. **Earnest money deposit:-** (a) The EMD of Rs. 50,000/-(Rupees Fifty Thousand only) will be deposited by the tenderer through Bank DD/Pay order drawn in favour of "**KVS RO Fund A/c, Bengaluru**" in the event of acceptance of tender, the amount of earnest money will be adjusted against security deposits. The Tenders without enclosing EMD will be rejected summarily.However, Micro and Small Enterprises are exempted as per GOI rules.
(b) The EMD of those firms whose tenders are not approved will be refunded.
(C) **Performance security deposit:-** The successful bidders will have to deposit the performance Security @ 10% of estimated value (i.e.on total value of contract) within a week time from the date of the award of the contract and should be valid upto 60 days after the date of completion of contract.

I. Quoted Price:

- (a)The Bidder shall quote unit rate which shall comprise of monthly remuneration OTA rate, EPF, ESI & other statutory costs and Service Charges(including profit and administrative charges) in the format of quotation only attached (Annexure-A).
- (b)The Service tax and other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c)Hourly rate of OTA should not exceed monthly remuneration
30X8
- (d)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.
- (e)Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (f)Telex or Facimile Bids are not acceptable.

II. Each Bidder must submit only one Bid.

III.Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque at
Premises in the presence of representative of the
Constituent.
- (b) The Contracting Agency will ensure payment by 5th of every month to their employees provided to the as per the monthly remuneration and OTA charge 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 supported with the following documents:-

- (i) Details of disbursement made to the staff furnishing cheque details for each payment.
- (ii) Proof of payment of statutory obligation such as EPF , ESI, if any other applicable Tax etc.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.

- a. 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.
- b. The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- c. The normal office hours of KVS RO is from 9.00 am to 5.30 pm five/six days from Monday to Friday/Saturday. However, KVS reserves the right to request the services on Saturday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Saturday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- d. 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 = $\frac{\text{Monthly remuneration}}{\text{Nos. of days in month}} \times \text{Nos. of days of absence}$

- e. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS RO Bangalore. 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 KVS RO, Bengaluru. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e.24 hours. The replacement of a Candidate on account of absence /unsuitability for KVS shall be made within 24 hours.
- f. The Contracting Agency will be required to sign a contract with the **KVS RO Bengaluru** 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.
- g. In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the KVS reserve the right to claim and recover damages from Contracting Agency.
- h. The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

IV. Evaluation of Bid (Technical 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 in the following manner:-

- (I) The bid will be treated as non-responsive if following documents are not attached
 - a) 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.
 - b) Audited Balance Sheet & Profit and Loss Account.
 - c) List of clientele during last 3 years along with cost of assignment.
 - d) PAN No. and Current IT clearance certificate.

- e) Attested copy of proof of EPF registration.
- f) Attested copy of proof of ESI registration.
- g) Attested copy of proof of Service Tax Registration.
- h) The Bidder shall deposit Rs.50,000/- in the form of DD/ Pay Order drawn in favour "**KVS RO Fund A/c.,** payable at **Bengaluru.** as earnest money along with the Bid. 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 Security Guard staff, in the Karnataka(Name of the State/UT) shall render the Bid disqualified for evaluation . Therefore the remuneration shall not be below minimum wages as per the Central Govt. rate prevailing in the State of Karnataka, Bengaluru City. Further firm not quoting EPF, ESI, Service Charges etc. in Annexure-A will also render the bid disqualified.

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

V. Award of Contract:

- (a) The Indentor 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 Indentor 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 indentor prior to the expiration of the Bid validity period will be notifying 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.

DEPUTY COMMISSIONER

AGREEMENT

I/we hereby undertake that all the technical and financial tender condition and other terms and condition mentioned in this document, any change conditions prior to the deadline for submission of bids shall be accepted to us and I /We shall abide by the same fully.

Signature of (proprietor
Manager)

Full Name with date/Rubber
stamp/TIN/VAT /GST No etc. of
the firm.

PART II
TECHNICAL BID FORM (ENVELOPE A)
GENERAL INFORMATION ON PROFILE OF THE BIDDER AND ATTACHMENTS

File of the bidder and attachments

1 Name and address of the Firm

1.2 Nature of the Firm

(Public/Private/partnership/Proprietorship)

1.2 Address with phone number fax and email

Two copies of supply order /Bills for rupees five lakhs each or one copy

1.3 Of single order Rs-5 Lakhs and above during last 2 years Attached / Not

Attached

(2017-18 & 2018-19) at Page No.

1.4 Copy of the PAN card Attached / Not

Attached

at Page No.

1.5 Copy of GST Sale Tax registration number(whichever is applicable) Attached / Not Attached

at Page No.

1.6 Copy of latest income tax return /clearance certificates for 2016-17, 2017-18 and 2018-19

Attached / Not Attached

at Page No.

1.7 Copy of latest GST return /clearance for 2016-17, 2017-18 - 2018-19 Attached / Not Attached

at Page No.

1.8 Copy of solvency certificate for Rupees Three lakhs issued on or after 01/04/2020.

Attached / Not Attached

at Page No.

1.9 Balance sheet for 2016-17, 2017-18 and 2018-19 duly attested by Chartered accounts.

Attached / Not Attached

at Page No.

1.10 An affidavit regarding that the firm has never been blacklisted on the non judicial stamp paper of Rs.100.

Attached / Not Attached at Page No.

1.11 Brief Profile of the company/firm and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 years . Page No.....

1.12 List of clientel during last 3 years along with cost of assignment. Page No.....

1.13 Attested copy of proof of EPF Registration. Page No.....

1.14 Attested copy of ESI registration. Page No.....

1.15 Attested copy of firm registration certificate Page No.....

1.16 Details of earnest money deposit(EMD) -Amount Rs.50000/- (Rupees Fifty thousand Only)

Name of bank Date of DD/PO/BC

Attached / Not Attached

at Page No.....

1.17 Details of Number of years of experience with Proof

.....

1.18 Documents for partnership firm/ other firm.

Attached / Not Attached

at Page No.

1.19 Whether all enclosures signed with Seal by the owner /partner /yes/No

Director/Partner/Proprietor

Note:-

1. All the documents submitted should be self attested and stamped by the Bidder
2. Bidder will not enclose any other additional documents other than asked above
3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as - (Total number of pages enclosed)

It is certified that I/we have read and understood the above technical specification and have quoted the rates accordingly. The furnished put your product will match the above specification if any deviation is found in the finished book ,the firm is liable to any Punitive action, as mentioned in the term and condition of the tender

Signature of the Bidder
Authorized person with seal date and place

CHECKLIST OF DOCUMENTS TO BE ENCLOSED ALONG WITH TECHNICAL BID

Technical bid shall be opened first and evaluated. The financial bid will be opened only for the firms which qualify in the technical bid evaluation. Self attestation of the following each and every documents is required to be submitted with the technical bid by the bidder along with seal.

1. The DD/PO for RS. 50,000/-(Fifty thousand only) towards EMD amount.
2. Terms and condition as per annexure 1 duly signed in token of acceptance of all the T & Cs from 1 to 14 for above as in part 1 of the tender.
3. Along with the quotations a copy of VAT/TIN/GST, EPF, ESI etc. and firm registration certificate and any other certifications from concerned authorities etc. enclosed.
4. The copy of balance sheet of the firm/ for last 3 years i.e. for 2016-17,2017-18 and 2018-19.
5. Latest income tax return of the firm /VAT/GST clearance certificate for the year 2016-17 2017-18 and 2018-19.
6. Solvency certificate from the bankers for the Rupees Three lakhs issued anytime during current year i.e after April 2019.
7. An affidavit on non-judicial stamp paper of Rs. 100 notarized will have to be submitted by the firm declaring-
 - (1) That the firm has never been blacklisted by any government /private organization/Institutions or department.
 - (2) That the firm has never been penalized for Supply of sub-standard quality/ short supply/ delayed supplies.
8. The bidder must have the experience in the job of supply of a sports /Items. Attached copies of bills /orders.

Signature of Bidders with date and Seal of the firm

PART III

COMMERCIAL BID

ENVELOPE B

(TO BE SUBMITTED IN ORIGINAL ALONG WITH TENDER)

Dated_____

To

**The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
Regional Office Bengaluru,
K.Kamaraja Road, Bengaluru - 560 042.**

Subject:- Submission of commercial bid for providing Security Guard- 2020-21.

Sir,

Having examined the tender documents term and condition stipulated there in specification of work etc/ I/We the undersigned offer to execute the work for Providing Security Guard for Regional Office in conformity with the said specifications and conditions of contract.

If our bid is accepted we shall submit the performance securities as per the conditions mentioned in the contract. I/We agree to abide by this bid for a period of 1 year from the date of opening of financial bid and it shall remain binding upon us as may be accepted at any time before the expiry of that period. The rates quoted above are applicable for the entire works to be done as per the requirement and nature of work mentioned in the tender form.

**Signature of the Bidder
with full Name and Seal**

FORMAT OF BID (For Providing Security Services)

S.No.	Category of Manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service Charges including overhead and profit	Monthly rate (Col.4+5+6+7)	Unit OTA rate per hour	Total monthly Col.(8X3)
1	2	3	4	5	6	7	8	9	10

NOTE : 1.In case of discrepancy between unit price and total price, the unit price shall prevail.

3.Service Charges (at Column no.7) should be reasonable not zero

We agree to provide the above service of manpower and to abide by the terms and 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 Draft No. _____ date _____ drawn on _____.

Date :

Place :

(Bidder)

Signature :.....

Name :.....

Date & time