



केन्द्रीय विद्यालय सं०:२  
KENDRIYA VIDYALAYA NO:2  
AFS, TAMBARAM, CHENNAI-73  
E-mail: kv2tbm@yahoo.co.in Web: www.kv2tambaram.tn.nic.in  
Telefax: 044-22292403

F.No.17089-07/ KV2 / TBM / 2020-21/

Date: 03.10.2020

**TENDER DOCUMENT**

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through

Service contract(Security Services)

Sir/Madam,

The Kendriya Vidyalaya **No.2. AFS. Tambaram** a centrally funded Autonomous Body, is a society registered under Societies' Registered Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the **K.V.NO.II.AFS.TAMBARAM, CHENNAI-73** 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:

Rate quoted should be as per the rate fixed by The Central Government only

A. Area of the Building : 11 Acres Sq.Mtr.having Approximately **76** rooms and **56** toilets, meeting room, auditorium,,canteen.corridors,stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/Location of the Building : Kendriya Vidyalaya, No.2. AFS.  
Tambaram

Madambakkam Camp, Selaiyur, Chennai-73

Man Power Required:

Total 05 Security Guards:

S.no.	Category of Manpower	Nos.	Responsibilities
1	Security Guards	05	There are two gates for the Vidyalaya. Gate facing Madambakkam should be guarded round the clock and AFS Qtrs gate facing for 12 hours only(7 a.m to 7 p.m)

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

3. Quoted Price:

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration EPF, ESI & other statutory cost and Service charges (including profit and administrative charges) in the format of quotation only attached (Annexure -A).
- b) The service tax and any 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
- 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) The Bidder shall deposit Rs. **10,000**/(Ten Thousand only)-in the form of DD drawn in favour of VVN A/c, **Kendriya Vidyalaya, No.2, AFS, Tambaram, Chennai**, payable at Chennai as bid security along with bids. Bid security shall be returned to the unsuccessful bidders after the award of the contract without interest. **Cheque will not accepted**
- g) The selected firm has to furnish performance security in the form for an amount of **10%** of total value of the contract. The Performance security shall be submitted within 15 days from the date of Notification of Award. The performance security shall be returned only

S.No.	Category of Manpower	Minimum Qualifications or and experience	Nos.of personnel required	As per the following shifts
1	Security Guards	Primary/ Middle Standard	Maximum-05	Maximum 03 persons for the round the clock security for the Gate facing Madambakkam Maximum-02 persons for the gate facing AFS quarters for 12 hours

after the contact period is over. Bid security will be adjusted against performance security in case of successful bidder.

- h) Telex of Facsimile Bids is 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. Terms and Conditions:**

- a) The remuneration shall be disbursed through cheque at the Vidyalaya premises in the presence of representative of the Vidyalaya firm/Agency or its constituent .
- b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the **Kendriya Vidyalaya, No.2. AFS. Tambaram, Chennai,** as per the monthly remuneration 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 **Kendriya Vidyalaya, No.2. AFS. Tambaram, Chennai,** 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, Service Tax and any other applicable tax.

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

- d) 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.
- e) The contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor /Client. **Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73 also reserves the right to request for the services of additional/extra manpower.** The contracting agency will be compensated, for the extra manpower provided, by the indenting Agency as per the rate quoted.
- g) 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 =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$

- h) The Candidates/Manpower provided by the Contracting Agency shall be Accepted only after scrutiny by the Authorities of **Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73** . 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 **Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73.** 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 KVS shall be made within 24 hours.
- i) The contracting Agency will be required to sign a contract with the **Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73** as per the Model contract enclosed



for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the model Agreement.

- j) In case of any loss, theft / sabotage caused by / attributable to the personnel deployed, the Kendriya Vidyalaya , No.2.AFS. Tambaram, Chennai-73., reserves the right to claim and recover damages from contracting Agency.
- k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- l) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, who are physically fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the security guards/security supervisor is free from Aid or any other infectious disease before deployment for work.
- m) The Kendriya Vidyalaya, No.2.AFS. Tambaram, Chennai-73., shall provide a small guard room/space for security guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

#### 7) Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e which are properly signed, and confirm 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
- Attested
- g) Copy of proof of Service Tax Registration

- ii) Remuneration of staff, quoted below minimum wages as applicable for workers of same in Central Government Offices shall render the Bid disqualified for evaluation.
- iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluation.
8. **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 I above.
- c) The indentor prior to the expiration of the Bid validity period will Notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d) Notwithstanding the above, the indentor reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
9. **Last date and time of receipt of Bids.**

You are requested to send the Sealed Bids **superscribed on the envelope as "Bids for providing Security services on service charge basis" by Speed Post/ Courier on or before 15.10.2020 upto 14.30 hours."**

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the **Kendriya Vidyalaya, No.2.AFS, Tambaram, Chennai - 600 073.**

**The Sealed Bids received will be opened at 2.00 hrs on 17.10.2020 .**



Yours faithfully,

*A.J. Rajendran*

Signature:

A.J. RAJENDRAN . Name:  
PRINCIPAL /c Designation:

For and on behalf of the  
Kendriya Vidyalaya No.2.AFS.Tambaram, Chennai

प्रधानचार्य / PRINCIPAL /c  
केन्द्रीय विद्यालय सं.2  
KENDRIYA VIDYALAYA No.2  
वायु सेना माडम्बाक्कम कैम्प  
AFS, Madambakkam Camp  
सेलैयूर डाक, चेन्नै-600 073.  
Selaiyur Post, Chennai-600 073



ANNEXURE: A

FORMAT OF BID

S.No.	Category of Manpower	Number	Unit monthly remuneration	EPF rate	ESI Rate	Service charges including overhead and profit	Total Monthly unit rate (Col.4+5+6+7)	Total Amount (Col.8x5)
1	2	3	4	5	6	7	8	9
1.	Unskilled	05						

NOTE :

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

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. \_\_\_\_\_ dated: \_\_\_\_\_  
drawn on \_\_\_\_\_.

(Bidder)

Signature

Name \_\_\_\_\_

Date & Time \_\_\_\_\_