

## **KENDRIYA VIDYALAYA PASCHIM VIHAR NEW DELHI-110087**

### **TENDER NOTICE (CONSERVANCY)**

Sealed Tenders are invited from Prospective Service providers/Registered firms, willing to provide services at Kendriya Vidyalaya Paschim Vihar as registered vendors for contract for the following services in two Bid-formats Technical and Financial Bid mentioned below. The tender form can be obtained by depositing Rs. 500/- for the tender as cost of tender at the Vidyalaya office during Vidyalaya office hours from 11.00AM to 2.00PM on any working day w.e.f. 13.07.2020 to 25.07.2020. The EMD should be deposited in the form of DD in favour of KV Paschim Vihar in the envelop of Technical Bid. The last date to submit the filled in Tender form for bids is 26.07.2020 up to 12.30 PM in the office and tender will be opened on 26.07.2019 at 1.00 PM.

#### **List of services for Registration for the Session 2020-2021 at KV Paschim Vihar**

<b>Sl.No.</b>	<b>Name of Service/ Category</b>	<b>Brief Description</b>	<b>Earnest Money/Performance security</b>
1.	Housekeeping / Conservancies	Housekeeping/ Conservancies services	1. EMD -10000/- 2. Performance security @ 10% of the approximate total value of the contract at the time of awarding of the contract

#### **General Terms and Conditions for Supplying Services:**

1. Application submitted by the firm(s) in the prescribed "Application Form" for each group only will be accepted.
2. All pages of "Application Form" and a copy of documents submitted shall be signed by the authorised representative of the Firm.
3. Preference will be given to those firms who are on the approved list of Govt. Dept. And Public Sector Undertakings or ISO Certificate holders or dealers authorised by manufacturers.
4. The registration as "Approved Supplier" will be kept valid for a period of 01 years. However, it will be reviewed, once in a year, eliminating firms which may have gone out of business or whose performance has been found to be unsatisfactory.

**# It should clearly be mentioned on envelop: Technical Bid for \_\_\_\_\_ (Item/Services name) or Financial Bid for \_\_\_\_\_ (Item /Services Name)**

5. Prescribed "Application Form" may be obtained from Vidyalaya office from 11.00AM to 2.00PM during working days.
6. Any change in address, phone number, e-mail address shall be informed to KVPaschimVihar immediately, to have proper communication with these Firms
7. K.V.Paschimvihar reserves the right to reject any Tender without assigning any Reason.
8. Last date of receipt of tender (sealed packed with hard copy including all relevant documents) is 26.07.2020 **up to 12.30PM**. The Tender received after the stipulated time shall not be considered and liable to be rejected summarily.
9. As per the Tender document there shall be two Bids-Technical Bid and Financial Bid. The Bids should be sealed separately and marked as-A and-B respectively, addressed to the Principal KV PaschimVihar
10. The technical Bid should accompany the earnest money deposits as given against the description of the department.
11. Technical Bid of Envelop A will be opened on 26.07.2020 at 1.00PM in the Vidyalaya premises in presence of the representatives of the bidder who wish to be present, (with proper I/D proof duly authenticated by the firm).
12. The tenderer shall be deemed to have studied the items, specifications and the details of the supplies to be made within the time schedule attached and to have acquainted himself /themselves with the conditions attached. The bidders/ the representatives are permitted to be present at the time of opening of the Tenders.
13. Tenders not conforming the terms and conditions, and not accompanied by earnest money deposit are liable to be rejected summarily.
14. Both the technical bid and Financial bid should be duly filled in and submitted in original in clear and legible writing. Figures should be written in words in brackets.
15. The rates are to be quoted in INR (Indian Rupees) and written in words and figures both (In case both do not match the lower rate may be taken in consideration).
16. Rates quotes should include transportation, freight and all kinds of taxes GST etc. However, the undersigned reserves the right to decide in such a matter in the interest of Vidyalaya, if felt necessary.
17. The rates quoted by the contractor shall hold good and valid initially for one year. No amendment in the rate except in the rate of GST/wages rates as per the notification of Government within the period of execution of the contract will be accepted for increase as well as reduction.
18. There should not be any over writing or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, the revised figure written about and the same attested with signature and date, otherwise the tender will be liable for rejection.

19. It would not be binding upon the authority to accept the lowest tender (L-1). The authority reserves the right to accept the Tender in whole or in the part, as may be decided.
20. The bid security of those firms whose tenders are not approved will be refunded. However, no interest will be payable by KV Paschim Vihar
21. **Performance Security Deposit**

The successful bidder will have to deposit the performance security at the rate of 10% of the estimated value within a week time from the date of the award of the contract and should be valid up 60 days after the date of completion of contract. The amount of the Bid security i.e EMD will be refunded on receipt of performance Security. If the accepted bidder fails to remit the performance security within prescribed time, the bid security/EMD remitted by him will be forfeited and his bid may be held void. The performance security will only be released after the successful completion and the final payment of the Job. The deposit is liable to be forfeited, if during the period of Contract, the services are found to be unsatisfactory, in any respect and or if any of the condition of the contract is contravened / Breached, and or towards any damage cause due to negligence of the contractor or his employee. This forfeiture will be in addition to any action by K.V. Paschim Vihar that the contracting firm may invite upon themselves due any of reason specified above.

## 22. Unresponsive tenders

The following kind of tenders will be treated as unresponsive tenders:

- a) Not meeting the qualifying criteria i.e carrying required financial / solvency status, registration with the appropriate authorities for carrying out the described works, Furnishing the declaration regarding blacklisting on stamp paper etc.
- b) Tender not enclosed with the required DD/ bank PO of EMD.
- c) Unsigned Tender document / terms and condition and Pricing Bid document on each and every Page.
- d) The specification of the paper attached with the tender document not found for the quality asked for.
- e) The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- f) The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons. No under letting or subletting to any other person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.
- g) **False Information:** In the event of furnishing false / incorrect/ incomplete/ forged information by the bidder, the bid security in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/ incorrect/ incomplete/ forged information in the tender, the agreement is liable to be terminated and performance security and other payment due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly.
- h) **Late Bids:** Any bid received after the due date of submission of the bids prescribed shall be rejected and returned unopened to the bidder.

**23. Amendment to Bid document:** At any time prior to the deadline for the submission of bids K.V. Paschim Vihar may for any reason, whether at its own initiative or in response to clarification required by any prospective bidder, modify the bid document. The amendment will be uploaded in the KV Paschim Vihar website [www.kvpaschimvihar.ac.in](http://www.kvpaschimvihar.ac.in) for the benefit of all the prospective bidder.

**24. Non Transferability:** The Tender is not transferable.

**25.** The quotation shall be submitted according to the terms & condition specified. Unless specified otherwise in the Quotation it shall be construed that the terms & condition stipulated hereunder have been agreed to by the bidder. In any case the bidder violates the terms & Conditions the tender will be rejected.

**26.** The contractor will be required to provide services in the premises of the KV Paschim Vihar

**27.** The contractor shall employ only such person as declared medically fit with ID proofs and police verification. No employee should not be under the age of 18 years. (if applicable)

**28.** The contract will remain valid for one year.

**29.** The rates are to be quoted including all the Taxes and the rate of Tax is to be mentioned against each items.

**30.** In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of K.V. Paschim Vihar/KVS will be the final and binding.

**31. Disputes:** Any Disputes Shall be under the Jurisdiction of **HONOURABLE DEPUTY COMMISSIONER K.V.S. R.O. Delhi.**

32. The payment to the agency / service Provider will be made against running bills on monthly basis subjected to services being satisfactory. The attendance record acquaintance, etc shall be required for the processing of the payment. No payment shall be made in advance. The services Provider shall submit the bills in the first week of the following months in respect of previous month for sanction of the amount of bill and passing the bill for payment along with following documents: -
- a) Details of disbursement made to the staff furnishing details of online fund transfer, receipts, NEFT/RTGS payment receipt as the case may be.
  - b) Proof of payment of statutory obligations such as EPF (copy of challan with transaction), ESI, and any other applicable tax.
  - c) It is the responsibility of the contracting agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.
  - d) Muster roll for the month.
  - e) In case of Housekeeping i.e. Conservancy the responsibility of paying salary in time lies with the contractor. However, it may be delayed from Vidyalaya side in unavoidable circumstances.
33. The Vidyalaya shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties, if any.
34. The KENDRIYA VIDYALAYA, Paschim Vihar reserves the right to order any worker of the service provider to leave the Premises of the KENDRIYA VIDYALAYA Paschim Vihar if His/ Her presence at any time if felt undesirable.
35. The selected Agency / Services Provider shall have to execute an agreement on non – Judicial Stamp Paper of Rs.100/- to be signed by both the parties.
36. In case of Dispute of any kind, the firm shall abide by the decision of the Kendriya Vidyalaya, Paschim Vihar In Case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act – 1996. The Place of settlement of dispute (in the case of settlements of dispute) is in the court, it will be in the jurisdiction of the court at Delhi High Court.
37. In case of absence on any working days, the monthly remuneration will be regulated as per the following formula

Total Monthly Remuneration = Monthly remuneration – A1,

Total Monthly remuneration x No. of days' absence

$$A1 = \frac{\text{Total Monthly remuneration} \times \text{No. of days' absence}}{\text{NO. of days in the month}}$$

**38. 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 and conditions in the following manners.

- I. The bid will be treated as non-responsive if the following document are not attached: -
  - a) Attested copy of license obtained from the Concerned Department.
  - b) Brief profile of the company and evidence to establish that the bidder has successfully execute contract of similar nature and magnitude in the last Five (5) years.
  - c) Audited balance sheet and profit and loss account for last three years
  - d) List of clientele during last three years along with the cost of assignment.
  - e) PAN No. and current IT clearance certificate.
  - f) Attested copy of Proof of EPF registration.
  - g) Attested copy of Proof of ESIC registration.
  - h) Attested copy of Proof of Service Tax Registration.
- i) Remuneration of staff quoted below minimum wages applicable for Un-skilled, semi-skilled, skilled, Clerical and Non-Technical supervisory staff as per Govt. of Delhi / Govt. of India.

- II. The evaluation will be done for all the items put together indenting office will award the contract to the lowest evaluated responsive bidder.

**39. Award of contract:**

- a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive.
- b) The indenter reserves the right at the time of award of contract to increase or decrease the requirement of the manpower/goods.
- 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 contract.
- e) In case two or more firm's quoted the same rates, the contract will be awarded on the basis of experience in KVS and credentials of the firms.

**40. Last date and time of Receipt of Bids:**

You are requested to submit the sealed Bids super scribed on the envelop and bids as Bids for Providing Services in KV PaschimVihar up to 25.07.2020 by 12.30 PM. The tender will be opened at 1.00 pm on 26/07/2020 at K.V. PaschimVihar in the presence of Bidders. If the last date of Depositing and opening of the tender happens to be declared holiday then the tender will be deposited/opened on the next working day, other terms and condition and the time schedule will remain unchanged.

41. The K V PaschimVihar shall not be in any manner treated as the employer of the workers or concerned with the terms of their employment or conditions of their services since the relationship of employer-employees shall always be considered to be between the bidder/employer and employees. The bidder/contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to KV PaschimVihar also.
42. Under no circumstances any of the contractor's employees will stay in the K.V.PaschimVihar premises beyond working hours without the permission of K.V.PaschimVihar authorities. It will also ensure that the rooms are properly locked and secured during closed hours of KV. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the KV from time to time which will be binding on him and his employees. The KV reserves the right to inspect the premises allotted to the contractor including the store at any time.
43. The contractor will, at all times, ensure discipline, descent and courteous behavior by his employees in premises of KV. In case any of his employees indulges in any act of indiscipline, misbehavior of slogan shouting or indulges in violent act(s) or abets others in doing so and if it is prima facia proved, the contractor shall remove the employee concerned from the premises immediately or receipt of written communication from the authorities which will be duly acknowledged by the contractor.
44. The contractor will be liable for any loss arise due to the activities of his employee in the Vidyalaya
45. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by the concerned local authorities and to the satisfaction of Kendriya Vidyalaya PaschimVihar.
46. Attendance of Services will be maintained by the contractor.

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/S..... (Name & address of Agency/firm) is neither blacklisted by any Government Department / Autonomous body / PSU nor any criminal case is registered against the firm.

Date:.....

Place:.....

Signature of Proprietor/ Authorized signatory

Name:.....

Seal:.....

Complete Address:

Office Landline

Mobile No 1 .....

2 .....

Email -Id:.....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

: ACCEPTANCE OF THE TENDERERS:

The terms & conditions enumerated in the document have been read by me /us and are accepted by me/us.

Date:.....

Place:.....

Signature of Proprietor/ Authorized signatory

Name:.....

Seal:.....

Complete Address:

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

: DECLARATION BY THE TENDERERS:

I/we hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of CENTRAL GOVERNMENT/STATE GOVERNMENT whichever is higher and the Agency has been complying with all the statutory in respect of the workers deployed.

Date:.....

Place:.....

signatory

Signature of Proprietor/ Authorized

Name:.....

Seal:.....

Complete Address:

**PROFORMA FOR TECHNICAL SPECIFICATIONS**

<b>S. No</b>	<b>Particulars</b>	<b>To be filled by the Tenderer</b>	<b>Sr. No. of page</b>
1.	Name of the Agency		
2.	Date of establishment of the agency		
3.	Establishment ID		
4.	Detailed office address of the Agency with Office Telephone Number, Email ID and Mobile Number and name of the contact person with stamp.		
5.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)		
6.	PAN/TAN Number (copy to be enclosed)		
7.	Labour License Number (copy to be enclosed)		
8.	Service Tax/GST Registration Number (copy to be enclosed)		
9.	EPF Registration Number (copy to be enclosed)		
10.	ESI Registration Number (copy to be enclosed)		
11.	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notarized court affidavit is to be attached in this regard)		
12.	Whether all the pages of tender document are duly signed by authorized signatory, in token of acceptance of the same, is Attached.		
13.	Whether agency profile is attached?		
14.	Length of experience in the field.		
15.	Attested Copy of agreement of Training Institute of Guard.		
16.	Copy Attested copy of proof of ISO Registration.		
17.	Copy Attested Copy of PCC Director/Partner/Proprietor.		
18.	Current status of No's of staff/supervisor registered with ESI/EPF and their details (Documentary proof )		
19.	(MSME) Registration UAN No Provide (Copy to be enclosed)		
20.	Details of other clients/ establishment/ organization where the bidder has supplied similar services during the period of April 2011 to March 2020 in <b>Annexure-III</b> along with documentary proof.		
21.	License to engage in the business of private Security Agency for Security services only.		

**ANNEXURE-I**

Signature of Bidder Seal of  
Establishment  
Full Name of Bidder with  
address and date



**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

Sl.No.	Documents to be submitted	Submitted / Not Submitted	Remarks	Part of Technical Bid(TB)/Financial Bid.(FB)
1)	Covering letter for Technical Bid: <b>Annexure: I [Part-(i)]</b>			TB
2)	Declaration by the firm: <b>Annexure: I [Part-(ii)]</b>			TB
3)	Copy of proforma for Technical Specification: <b>Annexure: I [Part-(iii)]</b>			TB
4)	Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T& C of Tender.			TB
5)	Copy of Registration certificate of EPF			TB
6)	Copy of Registration Certificate of ESI			TB
7)	Copy of Labour license			TB
8)	Copy of Income Tax Return for last 5 years			TB
9)	Copy of Service Tax Registration & GST Registration			TB
10).	Attested copy of proof of ISO Registration.			TB
11).	Attested Copy of agreement of Training Institute of Guard.			TB
12).	Attested Copy of PCC Director/Partner/Proprietor.			TB
13).	Copy of ISO-9001-2008 Certificate			TB
14).	Copy of PAN/TAN Card			TB
15).	Rs. 10,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of VVN A/C, KV, Paschim Vihar payable AtDelhi.			TB
16).	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.			TB
17).	List of clients indicating quantum of work executed with Them <b>[Last 3 Years]</b> — attach <b>Annexure-III</b> and documentary proof.			TB
18).	Covering letter for submission of Financial Bid. <b>Annexure-IV</b>			TB
19).	Rate quoted complied with the Minimum Wages Act of Government of India (Central Govt.) with all other statutory provisions. <b>Annexure-V</b>			TB
<b>Important Note-</b> The required documents as mentioned in the check list should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.				

Signature of Bidder, Seal of Establishment  
Full Name of Bidder with address and date

.....  
**N.B:** The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender along with documentary proof. In no case the documents related to **financial bid** i.e. Annexure-IV & V should be placed into envelop for technical bid.

**‘ANNEXURE-III’**

Name of Govt/Semi Govtagencies,PSU to whom the bidder has extended similar services during last five years

Name of the Agency and address: -.....

Sl No	Financial Year	Name of the Govt/Semi Govtagencies,PSU	Period of contract (From.....To... ..)	Total number of employee engaged altogether
1.	2015-16	i.		
		ii.		
		iii.		
2.	2016-17	i.		
		ii.		
		iii.		
3.	2017-18	i.		
		ii.		
		iii.		
4.	2018-19	i.		
		ii.		
		iii.		
5.	2019-20	i.		
		ii.		
		iii.		

**(Signature with date)(Name and designation)  
Duly authorized to sign tender for and on behalf of  
(Name of Tenderer)**

**N.B:** The above annexure, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender along with certified & reliable documentary proof.

**Covering letter for submission of Financial Bid**

Letter No:

Date:

To,

The Principal  
Kendriya Vidyalaya  
Paschim Vihar  
Delhi -110087

Dear Sir,

We, the undersigned, offer to provide security, conservancy & Gardening services in accordance with your request dt.. Our attached Financial Proposal is for the sum of \_\_\_\_\_ (in words and figures).

This amount is inclusive of the applicable charges & payment of statutory obligations. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials] :

\_\_\_\_\_

Name and Title of Signatory :

\_\_\_\_\_

Name of Firm :

\_\_\_\_\_

Address :

\_\_\_\_\_

\_\_\_\_\_

## FORMAT OFFINANCIAL BID

Name of bidding Firm:.....

S. No.	Category of Manpower	Number	All figures in Rupees			Service Charge	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8X3)
			Unit monthly Remunerat ion	EPF Rate	ESI Rate			
1	2	3	4	5	6	7 Rate in (%)and(Rs.) rounder off to rupees on higher side	8	9
01	Conservancy (unskilled workers for Sweeping & Cleaning )	01						

## NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30(for SI No.1) and 26 for (SI.No.2& 4).
2. The rates quoted in Col. No.8 will be considered to decide the L1, subject to the rates of wages, EPF, ESI are as per latest notification/order of Govt.
3. **Filling up of Col.No.4 to 9 is mandatory.**
4. **Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.**
5. **This duly filled in format of financial bid shall be kept by bidder in a separate envelope and will be open only when the bidder qualify in technical bid**
6. **Rates will be revised as per Govt Notification from time to time.**
7. **Service Charges should be quoted in percentage and rounded off to rupees on higher side**
8. **Service Charge quoted less Than TDS i.e 2% of (Col. 4+5+6) will be considered as nil and such bids would be summarily rejected**

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Earnest Money Deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

(Bidder)  
Bidders seal

Signature of the authorized signatory: \_\_\_\_\_

Name: \_\_\_\_\_