

# निविदा सूचना

केन्द्रीय विद्यालय नं. 2 दिल्ली छावनी, ने इच्छुक कंपनियों जो सरकार द्वारा नामांकित है और जिनके पास GST नं., लाइसेंस इत्यादि हो और हाऊस कीपिंग, सिक्योरिटी एवं बागवानी के क्षेत्र में काम करने का अनुभव रखते हो। वो कंपनियां विद्यालय कार्यालय से इस विज्ञापन के छपने के 15 दिनों के अंतर्गत विद्यालय कार्यालय से प्रातः 10 बजे से 01 बजे तक 2000 रुपये का भुगतान करके निविदा प्राप्त कर सकते हैं।

प्राचार्य

**केन्द्रीय विद्यालय क्रमांक 2 दिल्ली कैंट,**

ए. पी. एस कॉलोनी, गुडगाँव रोड,

दिल्ली - ११००१०

वेबसाइट: [www.kv2delhicantt.org](http://www.kv2delhicantt.org)ई-मेल: [kv2delhicantt@yahoo.com](mailto:kv2delhicantt@yahoo.com)

विद्यालय नं.: ६५६३२

के.मा.शि.बो. संबंधन क्रमांक: २७०००१३

दूरभाष नं.: २५६८८८५३, फ़ैक्स नं.: २५६८७६४१

**Kendriya Vidyalaya No. 2 Delhi Cantt ,**

APS Colony, Gurgaon Road,

Delhi-110010

Website: [www.kv2delhicantt.org](http://www.kv2delhicantt.org)e-mail: [kv2delhicantt@yahoo.com](mailto:kv2delhicantt@yahoo.com)

School Code: 65632

CBSE Affiliation No.2700013

Tel No.: 25688853, Fax No.: 25687641

Ref.No.TENDER./KV2DC/2018-19/

Dated: 11.07.2018

To

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.....  
.....

**Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract. (Housekeeping / Sub-Staff / Extra Man Power).**

Sir/Madam,

The 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.

Sealed competitive Bids are invited by the Kendriya Viaylaya No. 2 Delhi Cantt from the reputed/registered Consultant/Service Provider Firm for providing Manpower (Rates of material to be mentioned separately on separate sheet in detail) through service contract in initially for a period of 01(one) year w.e.f. date of agreement which may be extended if required.

1. **Scope of Work:** Cleaning (wet and dry) of Vidyalaya campus measuring 10 to 15 acres of land which comprises.

**Address/ Location of the Building :- Kendriya Vidyalaya No.2 Delhi Cantt.**

**Man power required :-**

| Category of Manpower    | Minimum qualification or/ and experience | Number of workers required |
|-------------------------|--|----------------------------|
| Workers for Cleanliness | Literate (Unskilled)                     | As per requirement         |

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

| Category of Manpower    | Responsibilities   |
|-------------------------|--|
| Workers for Cleanliness | To maintain good quality cleanliness in class room, toilets, office & other departments and open area in the Vidyalaya premises.<br>(BUILDING MAY BE INSPECTED ON ANY WORKING DAY) |

**(a) Work will have to be got done in the following way:-**

- i) Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the K.V. No.2 Delhi Cantt.
- ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office/ Vidyalaya and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/ anti-termite treatment & rodent control etc, are to be made daily and whenever necessary , for keeping the rooms/ sections free from mosquitoes, flies termite/pests/rats etc.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants every two hours as required.
- iv) Cleaning of carpets of the officer's room with vacuum cleaner to be provided by the contractor.
- v) Sweeping and cleaning of open areas, roads, passage, lawns, auditoriums/meeting halls/canteen etc, within the boundary of the Vidyalaya's wall surrounding to this building.
- vi) Regular dusting/cleaning of office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the Vidyalaya i.e.6.45 a.m.
- vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- viii) The choking of the sanitary installation e.g.w.c's Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- ix) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

**3. ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY**

- i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- ii) Acid cleaning of sanitary wares, without damaging their shines.
- iii) Removing stains from floors, doors and partitions by using surf or any suitable Detergent as are found necessary without leaving any undesirable post cleaning marks.
- iv) Cleaning of filled surfaces in the corridors and staircases.
- v) Cleaning of name plates and number plates (on each floor) and cleaning of all other name plates/Boards.
- vi) Dusting and cleaning of fans, electrical fittings, window panes with Glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

**4. Quoted Price:**

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached.(Annexure-A)
- b) The taxes liable to be paid by the client shall be quoted by the bidder separately.
- c) 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.
- d) 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 at KV No.2 Delhi Cantt. premises in the presence of representative of the KV No.2 Delhi Cantt 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 KV No.2 Delhi Cantt premises as per the monthly remuneration quoted without any deduction.
- c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to KV No.2 Delhi Cantt. office/premises supported with the following documents:-
  - i) Details of disbursement made to the staff furnishing the copy of the bank statement showing detail of each payment transferred to the employees account.
  - ii) Proof of payment of statutory obligation such as EPF, ESI, of the individual and applicable taxes.
- 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 Indenter/Client.
- f) The normal office hours of KV No.2 Delhi Cantt is 06.30 am from Monday to Saturday. However, the contracting Agency will deploy their workers and provide the services of cleanliness for six days in a week from Monday to Saturday according to the duty timing shown at prepages/above. KV No.2 Delhi Cantt 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 =  $\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{No. of days in the month.}}$

- h) The contracting Agency will be required to sign a contract with the KV No. 2 Delhi Cantt 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.
- i) 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.

- j) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- k) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from Aids or any other infectious disease before deployment for work.
- l) The KV No.2 Delhi Cantt shall provide a small room/space for the workers/staff deployed by the Contracting Agency. No nameplate 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.
- m) The Contracting Agency shall provide to their personnel deployed for cleanliness with impressive summer uniform as well as winter uniform with insignia.

#### **7. Evaluation of Bid: **\*\* (Technical Bid to be submitted in separate envelop)****

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.

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 & Annual Turn –Over Not Less than 5 crore are certified by chartered accountant.
- c) List of clients during last 3 years along with cost of assignment.
- d) PAN No. and Current IT clearance certificate/Copy of ITR Last three year certified by Chartered accountant.
- e) Attested copy of proof of EPF registration & Copy of Monthly Challan & ECR in Last Six Month.
- f) Attested copy of proof of ESI registration & Copy of Monthly Contribution Challan and Employee details/ history last 06 month.
- g) Attested copy of proof of GST registration & GST Return for the last year .
- h) If the rates are comparable (Rounding off to 10's) for two/three firms, the priority will given to the firm/company/ agency whose Annual Turn-Over more than that of others & on basis of the experience of the firm.
- i) The Tender shall be submitted only by those reputed security Agency/firm/company who are providing the security/Housekeeping personnel to educational Institutions, preferably in educational institutions having Campus Life.
- j) If the firms/Company/Agency should be currently providing a manpower services like a housekeeper, one or more any central Govt./State Govt. Organizations/autonomous body the relevant Documents/work order/ agreement in this regards may be submitted.
- k) The Bidder shall deposit Rs 1,00,000 in the form of DD drawn in favour of KV No.2 Delhi VVN A/c payable at New Delhi as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- l) Remuneration of staff, quoted below minimum wages applicable for Un-skilled.
- m) The evaluation will be done as per Annexure 'A' only. Rates quoted in Annexure 'B' (a), 'B' (b) must be justified too.
- n) Service Charges should be justified as per Govt./KVS norms.

#### **8. Award of Contract:**

- a) Financial Bid will be opened only after satisfaction of Technical Bid (Para 7 evaluation Bid)
- b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 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.

#### **9. Last date and time of receipt of Bids**

You are requested to submit the sealed Bids super scribed on the envelope as " Bids for providing Housekeeping Services" on or before 25.07.2017 by 5 p.m. & will be opened on 26.07.2017 at 4 p.m. at K.V.No.2, Delhi Cantt.

Yours faithfully,

Signature

Kendriya Vidyalaya No,2 Delhi Cantt.

#### **Note:**

- (Technical Bid) Para7 evaluation of bid to be submitted in sealed and separate envelopes.
- DD for Rs 100000/- (earnest money) to be submitted in the envelope of technical bid.
- Financial Bid will be considered participating bid only if technical bid (Para 7 evaluation of bid) is found satisfactory.
- The bidder is requested to submit the material cost required per month after the survey of the Vidyalaya to ensure proper cleanliness of building in the Vidyalaya.

**Kendriya Vidyalaya No.2 Delhi Cantt.**

**ANNEXURE-‘A’**

**FORMAT OF BID FOR HOUSEKEEPING SERVICES  
(For 8Hours Duty)**

**UNSKILLED**

| S.No. | Category of Manpower | Monthly remuneration per person | EPF @..... Amount | ESI@.... Amount | Service charges including, overhead profit & other expenses | Monthly Unit Rate (Col.3+4+5+6) |
|-------|----------------------|---------------------------------|-------------------|-----------------|---|---------------------------------|
| 1     | 2                    | 3                               | 4                 | 5               | 6   | 7                               |
| 1.    | Safai Karamchari     |                                 |                   |                 |   |                                 |
| 2.    | Sub Staff            |                                 |                   |                 |   |                                 |
| 3.    | Extra Man Power      |                                 |                   |                 |   |                                 |

**NOTE: 1. Taxes shall be quoted separately.**

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. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

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

**Kendriya Vidyalaya No.2,Delhi Cantt**

**HOUSEKEEPING MATERIAL (PER MONTH) – KV NO.2,DELHI CANTT**

| S.N            | Material Name                               | Quantity | Rate |
|----------------|---|----------|------|
| 1              | Harpic Toilet Cleaner 500 ml                | 20 No.   |      |
| 2              | Harpic Bathroom Cleaner 500 ml              | 10 No.   |      |
| 3              | Odonil 50 gm                                | 10 No.   |      |
| 4              | Dettol Soap 100 gm                          | 10 No.   |      |
| 5              | Gainda Phenyle 5 Litre Jar                  | 10 No.   |      |
| 6              | Colin 500 ml                                | 6 No.    |      |
| 7              | Phool Jhadu Thakural                        | 25 No.   |      |
| 8              | Seenk Jhadu Thakural                        | 15 No.   |      |
| 9              | Duster Cloth Good Quality                   | 2 Dozen  |      |
| 10             | Poncha Good Quality                         | 6 Dozen  |      |
| 11             | Wiper Good Quality                          | 20 No.   |      |
| 12             | Duster Roller Good Quality                  | 12 No.   |      |
| 13             | Room Freshner Odonil 300 ml                 | 6 No.    |      |
| 14             | Liquid Hand wash Good Quality 5 litre Jar   | 2 No.    |      |
| 15             | Urinal Cubes Good Quality (Box of 12 cubes) | 8 Box    |      |
| 16             | Adjustable Jale Wala Brush                  | 5 No.    |      |
| 17             | Garbage Bag Full Size 80 Kg Black           | 2 Kg.    |      |
| 18             | Soopdi (Plastic)                            | 15 No.   |      |
| 19             | Plastic Mug                                 | 2 Dozen  |      |
| 20             | Plastic Bucket 15 Liter                     | 2 No.    |      |
| 21             | Black Hit 500 ml.                           | 5 No.    |      |
| 22             | Red Hit 500 ml.                             | 2 No.    |      |
| 23             | Fena Surf 1 kg.                             | 15 No.   |      |
| <b>TOTAL :</b> |   |          |      |

(Bidder Signature)

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



**Kendriya Vidyalaya No.2,Delhi Cantt****HOUSEKEEPING MATERIAL (PER MONTH) – Dr.SR KVS AUDITORIUM**

| S.N            | Material Name                               | Quantity | Rate |
|----------------|---|----------|------|
| 1              | Harpic Toilet Cleaner 500 ml                | 20 No.   |      |
| 2              | Harpic Bathroom Cleaner 500 ml              | 10 No.   |      |
| 3              | Odonil 50 gm                                | 10 No.   |      |
| 4              | Dettol Soap 100 gm                          | 10 No.   |      |
| 5              | Gainda Phenyle 5 Litre Jar                  | 10 No.   |      |
| 6              | Colin 500 ml                                | 6 No.    |      |
| 7              | Phool Jhadu Thakural                        | 25 No.   |      |
| 8              | Seenk Jhadu Thakural                        | 15 No.   |      |
| 9              | Duster Cloth Good Quality                   | 2 Dozen  |      |
| 10             | Poncha Good Quality                         | 6 Dozen  |      |
| 11             | Wiper Good Quality                          | 20 No.   |      |
| 12             | Duster Roller Good Quality                  | 12 No.   |      |
| 13             | Room Freshner Odonil 300 ml                 | 6 No.    |      |
| 14             | Liquid Hand wash Good Quality 5 litre Jar   | 2 No.    |      |
| 15             | Urinal Cubes Good Quality (Box of 12 cubes) | 8 Box    |      |
| 16             | Adjustable Jale Wala Brush                  | 5 No.    |      |
| 17             | Garbage Bag Full Size 80 Kg Black           | 2 Kg.    |      |
| 18             | Soopdi (Plastic)                            | 15 No.   |      |
| 19             | Plastic Mug                                 | 2 Dozen  |      |
| 20             | Plastic Bucket 15 Liter                     | 2 No.    |      |
| 21             | Black Hit 500 ml.                           | 5 No.    |      |
| 22             | Red Hit 500 ml.                             | 2 No.    |      |
| 23             | Fena Surf 1 kg.                             | 15 No.   |      |
| 24             | Thinner Good Quality                        | 5 Liter  |      |
| <b>TOTAL :</b> |   |          |      |

(Bidder Signature)

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

**केन्द्रीय विद्यालय क्रमांक 2 दिल्ली कैंट,**

ए. पी. एस कॉलोनी, गुडगाँव रोड,

दिल्ली - ११००१०

वेबसाइट: [www.kv2delhicantt.org](http://www.kv2delhicantt.org)

ई-मेल: [kv2delhicantt@yahoo.com](mailto:kv2delhicantt@yahoo.com)

विद्यालय नं.: ६५६३२

के.मा.शि.बो. संबन्धन क्रमांक: २७०००१३

दूरभाष नं.: २५६८८८५३, फ़ैक्स नं.: २५६८७६४१



केन्द्रीय विद्यालय संगठन



**Kendriya Vidyalaya No. 2 Delhi Cantt ,**

APS Colony, Gurgaon Road,

Delhi-110010

Website: [www.kv2delhicantt.org](http://www.kv2delhicantt.org)

e-mail: [kv2delhicantt@yahoo.com](mailto:kv2delhicantt@yahoo.com)

School Code: 65632

CBSE Affiliation No.2700013

Tel No.: 25688853, Fax No.: 25687641

**F. No.-Tender/KV-II/2018-19/**

**Date: - 11.07.2018**

To,

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.....

**Sub:-** Inviting bid for engaging services provider firm for providing Manpower through service contact (Security).

Sir,

1. 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 the Principal, Kendriya Vidyalaya No. 2 Delhi Cantt. From the reputed/registered Consultant/Service Provider Firm for providing Manpower contract in two bids (Technical & Financial) initially for a period of 01 (one) year w.e.f.(Date of agreement) which may be extended if required.

| Category of Manpower    | Nos                | Minimum qualifications or and experience |
|-------------------------|--------------------|--|
| Guards                  | As per requirement | Well knowledge of their job/Well built   |
| Body structure/Literate |                    |  |

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

|    |                 |  |
|----|-----------------|--|
| 1. | Security Guards | To provide round the clock security of movable and immovable property in the school premises including beginning of main gate. (Annexure-B attached)<br>BUILDING MAY BE INSPECTED ON ANY WORKING DAY |
|----|-----------------|--|

### **3. Quoted Price**

- a) The Bidder shall quote unit rate which shall comprise of monthly remuneration OTA rate, EPF, ESI and other statutory costs and service charges(including profit and administrative charges) in the format of quotation only attached (Annexure-A) for 8 hours duty.
- b) Tax liable to be paid by the client shall be quoted by the bidder separately.
- c) 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.
- d) Correction if any shall be made by crossing out, imitating dating and rewriting.

**Each bidder must submit only one bid.**

### **4. Validity of Bid**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of bids.

#### **Terms and Conditions**

- a) The remuneration should be credited in the bank account of worker for the contracting agency.
- b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees.
- c) The Contracting Agency will submit copy of the bank statement showing details of each payment transferred to the employee's accounts in triplicate provided to the agreement supported with the following documents:-
  - I. Details of disbursement made to the staff furnishing details for each payment.
  - II. Proof of payment of statutory obligation such as EPF, ESI, and applicable tax.
- 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 indenter/Client.
- f) In case of absence on any working day, the monthly remuneration –A,

Where A, = 
$$\frac{\text{Monthly Remuneration} \times \text{Nos of days of absence}}{\text{Nos. of days in the month}}$$

- g) The contracting agency will be required to sign a contract with the KV No 2 Delhi cantt. As per the Model Contract. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- h) Guards to be placed on rotational (monthly) basis.
- i) The antecedents of all the workers will be got verified from the police by the contracting agency before deployment for work.
- j) The contracting agency will deploy the trained and sufficient workers who are below the age of 50 years as well as physically fit and mentally alert. The contracting agency will also ensure that the workers/staff deployed are free from aid or any other infectious disease before deployment for work.

- k) The Contracting Agency shall provide to their personnel deployed for security with impressive summer uniform as well as winter uniform with insignia.
- l) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the KV reserves the right to claim and recover damages from Contracting Agency.

**Evaluation of Bid:\*\* (Technical Bid) to be submitted in separate envelope**

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 manner.

- 1) 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 and profit and loss account and annual turnover not less than 5 crore are certified by chartered accountant.
  - c) List of clients during last 3 years along with cost of assignment.
  - d) PAN No. and Current IT clearance certificate/ Copy of ITR last three year certified by chartered accountant.
  - e) Attested copy of proof of EPF registration and copy of monthly challan and ECR in last six month.
  - f) Attested copy of proof of ESI registration and copy of monthly contribution challan and employee details/ history last 06 month.
  - g) Attested copy of proof of GST registration and GST return for last year.
  - h) If the rates are comparable (rounding off 100) for two/three firms, the priority will be given to the firm/company/agency whose annual turn-over is more than the others on basis of the experience of the firm.
  - i) The Tender shall be submitted only by those reputed Security Agency/firm/company who are providing the security/Housekeeping personnel to educational institutions, preferably in educational institutions having campus life.
  - j) If the firm/agency/company should have a valid for Security license "PASARA" license PASARA-Act- 2005 issued by concerned authority in Delhi as per KVS norms.
  - k) If the firm/company/agency should be currently providing a manpower services like a security Guard/ housekeeper/ gardener, one or more any central Govt. state Govt. Organizations/ autonomous body the relevant Documents/ work order/ agreement in this regard may be submitted.
  - l) The Bidder shall deposit Rs 100000/- in the form of DD drawn in favour of KV No.2, Delhi Cantt VVN A/c payable at New Delhi as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - m) Remuneration of staff, quoted below minimum wages applicable for Security Guards as applicable as per Govt., norms shall render the Bid disqualified for evaluation.
  - n) The evaluation will be done for all the items put together.
  - o) Service Charges should be justified as per Govt. / KVS norms.

### **8) Award of contract**

- 1) The indenter will award the contract to the bidder whose Technical Bid( para7) has been determined to be substantially responsive and who is most suitable overall bidder.
- 2) The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower.
- 3) 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.
- 4) 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.

### **9. Last date and time of receipt of Bids.**

You are requested to submit the Sealed Bids super subscribed on the envelope as “Bid for providing manpower for Security” on or before 25.07.2018 by 5 p.m. & will be opened on 26.07.2018 at 4 p.m. at KV No.2, Delhi Cantt

Yours Faithfully,

Principal

### **Note:**

- (Technical Bid) Para7 evaluation of bid to be submitted in sealed and separate envelopes.
- DD for Rs 100000/-(earnest money) ( to be submitted in the envelope of technical bid.
- Financial Bid will be considered participating bid only if technical bid (Para 7 evaluation of bid) is found satisfactory.
- The bidder is requested to submit the material cost required per month after the survey of the Vidyalaya to ensure proper cleanliness of building in the Vidyalaya.

## KENDRITY VIDYALAYA NO 2 DELHI CANTT

### DUTIES OF GUARDS

- I. To provide watch and ward and security cover to the entire premises of KV No 2 Delhi Cantt.
- II. The contractor shall be responsible for all security measures and for safeguarding all movable and immovable property of the school from pilferage, loss, riots, arson. Fire, natural calamities etc. which includes:
  - a) Prompt action in managing fire extinguishing and preventing any internal or external intrusion in to the premises/building of the KV.
  - b) Proper reception/regulation and guidance of visitors to the kv.
  - c) Prevention of unauthorized entry of personnel in the premises of the KV.
  - d) Prevention of unauthorized entry of vehicles and to ensure that vehicles are part at the designated parking space/ slots. Separate movement (entry and Exit) register should be kept for school vehicle and for personal/private vehicle.
  - e) Controlling and coverage of all the strategies points by guards both in day/night shifts.
  - f) Gathering intelligence about anti-social/anti organizational/ undesired activities which will have any bearing on the KV day to day functioning.
  - g) Security staff deployed and strategic and picket/patrolling points/duty in all through day and night shifts should be available a designated duty points.
  - h) The contractor shall be responsible to provide immediate replacement of any security guard who is not present on duty at the place of posting and such other additional as may be required at any given occasion for which prior information will be given.
  - i) The contractor staff shall work under the overall direction of officers authorized by the principal KV.
  - j) The contractor shall provide round the clock (24 hours) security on 8 hr basis. The shift times be fixed in consultation and with an approval of principal KV.
  - k) The contractor shall oversee the performance for the watch and ward and security staff deployed by their filed officers regularly. Reports of any incidents should be lodged within the next 24 hrs with the principal. The contractor shall have weekly briefing with the principal normally with prior appointment. Any suggestion/ proposal for improvement of the arrangement or reform by the contractor will be viewed
- III. To guard entrance and exit points and control the movements of the visitors and control/regulate the movement of visitors. He should be cordial and diligent in performing his duties. Every visitor should be guided to the reception. If need arises, visitors to the KV and employees shall be requested to reveal their identity when they are at the entrance. There should be a distinctive approach in dealing with non official and VIPs visiting the KV.
- IV. To check all property/goods moving in and out of the premises and to ensure that they are accompanied by proper gate pass/authority letter. A copy of such gate pass/ authority letter is required to be kept in safe custody of the security supervisor/guard.
- V. To prevent any incident of theft, pilferage, fire or arson etc. reports it promptly. There should be no exaggeration in any report.
- VI. To check the movement of office vehicles by noting down their entry and exit timings. Such separate registers be kept for private vehicles and vehicles for staff.
- VII. To get acquainted with the operation of fire fighting/extinguishing system.

## Kendriya Vidyalaya No.2 Delhi Cantt.

ANNEXURE-‘A’

### FORMAT OF BID FOR SECURITY GUARDS (For 8 Hours Duty)

| S.N | Category of Manpower | Monthly remuneration per person | EPF @..... Amount | ESI@.... Amount | Service charges including, overhead profit & other expenses | Monthly Unit Rate (Col.3+4+5+6) |
|-----|----------------------|---------------------------------|-------------------|-----------------|---|---------------------------------|
| 1   | 2                    | 3                               | 4                 | 5               | 6   | 7                               |
| 1.  | Security Guard       |                                 |                   |                 |   |                                 |

**NOTE: 1.** Taxes shall be quoted separately.

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. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

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